



Minutes of the **Annual Meeting** of the Gurnard Parish Council held at Gurnard Village Hall in Westbrook Lane, Gurnard on Wednesday 9 May 2018 at 7.00pm.

PRESENT: **Councillors** Harrison (Chair), Budgen, Fuller, McKean, Nolan and Orrey.

The Safer Neighbourhoods Team were unable to attend and sent a written report which was circulated to members. There were two crimes in April 2018 compared with five for the same period last year.

Two Members of the Public were present and asked no questions at this stage.

6727 ELECTION OF A CHAIR

RESOLVED: That as Councillor Harrison wished to step down this year, Councillor Orrey is elected to serve as Chair until the Annual Meeting of the Council in 2019

6728 CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Orrey made a declaration of acceptance for the office of Chair before the Proper Officer.

6729 ELECTION OF VICE CHAIR

RESOLVED: That Councillor Fuller is elected to serve as Vice Chair until the Annual Meeting of the Council in 2019.

6730 CO-OPTION OF COUNCILLORS

The clerk advised that two nominations had been received. It was

RESOLVED:

- (i) **That Dr. Corran Laurens and Mrs. Cheryl Vaughan are co-opted onto the Parish Council**
- (ii) **That both new councillors signed their Declaration of Acceptance of Office before the proper officer and joined the other councillors at the table.**

6731 REVIEW OF STANDING ORDERS

A review was carried out, which included amendments in line with the NALC model standing orders.

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

6732 REVIEW OF FINANCIAL REGULATIONS

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

Resolved: That Financial Regulations as amended by the Parish Clerk and approved.

6733 REVIEW OF THE CODE OF CONDUCT

A review of the code was carried out and no amendments were necessary. It was:

RESOLVED: That the Code of Conduct is approved with no amendments.

6734 APPOINTMENT OF 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 2019.

6735 APPOINTMENT OF A PLANNING COMMITTEE

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

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6736 APPOINTMENT TO WORKING GROUPS

It was RESOLVED:

- a) That Councillor Nolan is appointed to the Cooks Bay Access Working Group
- b) That Councillors Harrison, McKean and Nolan are appointed to the Financial Working Group
- c) That Councillors Budgen, McKean and Nolan are appointed to the Grants Panel.
- d) That Councillors Nolan and McKean are appointed to the Open Spaces Working Group.
- e) That Councillors Orrey, McKean and Nolan are appointed to the Personnel Working Group.

6737 APPOINTMENT TO EXTERNAL AGENCIES

It was RESOLVED:

- a) Councillor Vaughan is appointed as representative to Amey Advisory Group
- b) Councillor Laurens is appointed as representative to the Cowes, Gurnard and Northwood Community Transport Forum
- c) Councillor Orrey is appointed as representative to IWALC Executive Committee, with Councillor Fuller as the deputy.
- d) Councillor Orrey is appointed as representative to the May Queen committee.
- e) Councillor Jacobs is appointed as representatives to the Village Hall Management Association (Councillor Jacobs indicated his willingness to stand ahead of the meeting)
- f) Councillor Budgen is appointed as Neighbourhood Watch coordinator
- g) Councillor Vaughan is appointed as Age Friendly councillor, with Councillor Fuller as the deputy.
- h) Councillor Orrey is appointed as Parish Council Accounts Monitor
- i) Councillor Nolan is appointed as a Tree Warden

6738 COUNCILLOR ROLES, AND RESPONSIBILITIES

It was RESOLVED: That the following councillors take on the responsibilities of:

- a) Environment and Waste: Councillor Budgen
- b) Governance and Finance: Councillor Orrey
- c) Highways, Transportation and Assets: Councillor Fuller
- d) Human Resources: Councillor Orrey
- e) IT and Communications: Councillor Harrison
- f) Planning: Councillor Laurens
- g) Standards and Code of Conduct: Councillor Orrey
- h) Youth Issues: Councillor McKean

Councillor Harrison left the meeting at 7.55pm.

6739 APOLOGIES

Apologies were received from Councillor Jacobs.

6740 MEMBERS' DECLARATIONS OF INTEREST

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

Councillor Fuller declared a non-pecuniary interest as paid member of the IW Council.

Councillor Budgen a declared non-pecuniary interest in the Friends of Cockleton Meadow Project in that she lives near to the site, and to the item concerning Gurnard Village Hall Association as she is a member.

b. Dispensation requests

No dispensation requests were received.

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6741 MINUTES

The draft minutes of the Full Council meeting held on 11 April 2017 were taken as read, approved as a correct record and signed by the Chair.

6742 PLANNING

a) There were three planning applications to consider. It was

RESOLVED:

(i) That the Parish Council raises no objections to the following applications:

P/00413818 Rew Street Farm House, P/00206/18 19 Place Road and P/00461/18 12 West View Road.

6743 REPORTS

a. Parish Council Chair

The newly elected Chair had nothing to report.

b. Parish Clerk

The Parish Clerk circulated a written report and it was agreed to invite councillors from the neighbouring parishes to attend the defibrillator training.

c. IW Councillor

Councillor Fuller circulated a copy of his report which included details of his activity the past month.

d. The notes from the meeting of the Friends of Cockleton Meadow held on 19 April 2018 were received and noted.

e. A report from Councillor Bugden about her attendance at the Open Day at Old Charlton House held on 20 April 2018 was received and noted.

f. Notes from the meeting held with Natural England on 27 April 2018 were received and noted.

g. A report from Councilor Bugden on her attendance at the Amey Waste Forum held on 30 April 2018 was received and noted.

It was:-

RESOLVED: That

(i) That the Parish Council funds the construction of a "danger" sign for the pond at Cockleton Meadow (in accordance with the Parish Council's Insurers wishes), up to a value of £50.00, so that the fence can be unlocked for open access.

(i) That the clerk approaches the Isle of Wight Council and Island Roads to obtain the necessary permission for a large sign at the entrance to advertise the meadow.

(ii) That the clerk approaches Island Roads about the installation of a brown tourist sign to the meadow.

6744 FINANCE

a. The clerk presented cheque and electronic payments totaling £4,542.21 for approval.

b. The clerk presented the payment from IW Council for the precept and grant for 2018/19 totaling £56,000.00.

c. The clerk advised that £10,000 has been transferred from the Deposit Account to the Current Account.

RESOLVED:

a. That electronic payments totaling £4,542.21 are approved.

b. That the precept and grant payment of £56,000.00 is received and noted.

c. That the transfer of £10,000.00 from the Deposit Account to the Current Account is noted and approved.

6745 ANNUAL REVIEWS

a. Risk Assessments

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The annual review of the risk assessments was carried out under the headings of home-working, finance, insurance, employees, clock maintenance, toilet cleaning and Cockleton Meadow and the findings were presented to the Council.

Resolved: That the Parish Council approves the annual reviews of all the the risk assessments and amendments where necessary.

6746 GURNARD VILLAGE HALL ASSOCIATION

A further report was received from the Chair of the GVHA, explaining the major repairs which are required for the hall and their recommendations for the contractor to complete the work. Also the proposed change in the GVHA Terms of Reference had been questioned by councillors. It was:

RESOLVED: that

- (i) **the repairs to the heating system up to a value of £7,000 for four new heaters in the Village Hall as detailed in the report are funded by the Parish Council and the invoices are sent direct to the clerk for payment.**
- (ii) **the tarmacking of the parking area to the front to the village hall at a cost of £6495 is funded by the Parish Council and that the invoices are sent direct to the clerk for payment.**
- (iii) **the other items listed in the report that require replacing are carried out by the Village Hall Association from their funds.**
- (iv) **the Parish Council requires a change in the Terms of Reference for the Gurnard Village Hall Association to: - "that two quotations for all contracts above £1,000.00 are presented by the Secretary to the Village Hall Association for discussion and agreement before the contract is awarded".**

6747 ATTENDANCE AT THE NALC CONFERENCE

Councillor Orrey presented a short written report asking for financial support for her travel towards attending the NALC one day conference on 16 May 2018. It was:

RESOLVED: That the Parish Council funds the travel for Councillor Orrey to attend the one day National Association of Local Councils conference on 16 May 2018 up to a total of £60.00.

6748 BOLLARDS ON THE GREEN

The final costings has now been received from the Isle of Wight Council for an additional five bollards to be installed along the kerbside to protect users of the Green. It was:

RESOLVED: That:-

The Parish Council funds the purchase and installation of an additional five bollards in front of the play area towards the footpath to the west of the play area at a total cost of £450.00, making the payment direct to the Isle of Wight Council from contingency.

(Councillor Fuller abstained from the vote)

6749 GENERAL DATA PROTECTION REGULATIONS

The clerk presented a report on her attendance at the local training for clerks and the impact this will have on the Parish Council. To complete the preparatory work to ensure that the Parish Council complies with the new regulations (which will be implemented from 25 May 2018), the clerk has to contact everyone whose data is held on the database (paper, electronic and mobile) ahead of the implementation date and obtain positive agreement for their details to be held. This will involve the clerk working additional hours. It was:

RESOLVED: That the clerk can work up to an additional 20 hours to ensure that the Parish Council complies with the new General Data Protection Regulations and that those hours will be paid as overtime at plain time rate.

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6750 AGE FRIENDLY REPORT

The clerk gave each Parish Councillor a hard copy of the Parish of Gurnard Age Friendly Report. There was also a request from Community Action for a few words from the Parish Council to support the Isle of Wight Age Friendly Charter. It was:

RESOLVED: That

- (i) The clerk requests a further 30 copies of the Age Friendly report for residents.
- (ii) That copies of the report are placed in the Village Hall, All Saints Church, Gurnard Press, The Portland, The Woodvale, The Watersedge Café, The Little Gloster and Cowes Library for residents to read.

6751 ADDITIONAL LITTER BIN EMPTYING ON THE GREEN

During the summer of 2017, the council paid an additional £175.00 for daily emptying of the litter bins on The Green during the school summer holiday period. The Isle of Wight Council has asked if the Parish Council wishes to continue this arrangement for summer 2018. It was:

RESOLVED: That the Parish Council funds additional litter bin emptying on the Green for the school summer holiday period at an additional cost of £175.00 paid from the contingency fund.

(Councillor Fuller abstained from the vote)

6752 ITEMS FOR FUTURE AGENDAS

- a. The construction of a Rights of Way Committee (Councillor Nolan)

The meeting closed at 9.05 p.m.

CHAIRMAN

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Defibrillator Training

As previously advised, the training from the IWNHS Ambulance Service has been booked for Tuesday 22 May 2018 – from 2pm to 4pm and Thursday 14 June 2018 from 7pm to 9pm. So far we have seven people booked onto the Thursday evening but no-one onto the Tuesday session. The Parish Council has to pay a minimum of £96.00 per session (for 12) and any extras at £8 each.

Can you please publicise this as much as possible?

Toilets

New hinges will be installed on the door to the disabled toilet this month and will work start tomorrow on the refurbishment.

Best Kept Village Award

Please keep me informed of any street furniture that requires maintenance so that I can ask Island Roads to complete the work. The village is now being judged so any dog fouling, litter etc. will be taken into account.

SSE Grant

As you may recall the Parish Council was successful in obtaining a grant from Scottish and Southern Energy for the purchase and installation of the shed in the grounds of the Village Hall filled with emergency equipment. Although the grant was awarded in December 2016 and all spent by June 2017, they have suddenly produced a Project Evaluation Report for completion which I have been doing over the past few days. Copy invoices have also been requested, which had been filed down the hall, but have now been retrieved. We may to complete some publicity even at this late stage to comply with the grant regulations.

VAT

The Value Added Tax claim form has been completed this month, an amount of £2,722.21 is expected in to the Parish Council account soon.

External Audit

The completed forms and supplementary evidence has been sent to the External Auditor for their comments.

Miscellaneous correspondence

The hard copy correspondence which has been received is listed below – all other electronic correspondence has been forwarded to councillors by email.

- 1 Best Kept Village Awards – poster and invite to the Award Ceremony in September
- 2 Island Business magazine – April 2018 edition
- 3 The Clerk Magazine – ay 2018 edition
- 4 Clerk and Councils Direct