

**MINUTES OF A MEETING OF THE FRESHWATER PARISH COUNCIL HELD ON
TUESDAY 2ND FEBRUARY 2010 AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT: Councillors: G Kennett (Chair), C Fleury, G Cameron, C Bray, B Hobbs,
V Ottway, G Bale, A Harris, A Sutton, B Hinton MBE

Attendees: 1 member of public

1. APOLOGIES: Cllr P England, C Lillywhite

The Chairman thanked Cllr Harris for Chairing the Planning meeting.

The Chairman proposed item 8 on the Agenda be dealt with last as Cllr Ottway sits on the WWLP Grant Panel – **resolved**.

2. MINUTES OF PREVIOUS MEETING:

It was resolved the Minutes of the previous meeting held 5th January 2010 having been circulated and read, be approved and signed (GCAS).

3. ENVIRONMENT AND NEIGHBOURHOOD OFFICERS REPORT: Tabled, noted and will be put on the PC website.

Highways – Clerk asked to report to the IWC that the road through Norton Green in a very bad condition.

It was noted the WW Beacon PC report asked people to report potholes to the Clerk.

Brookside Road – Cllr Bray said a car had driven from the car park in Moa Place along the far side of The Brook and parked in Queens Road. Agreed Clerk ask ENO to look into how this can be avoided.

4. QUESTIONS ON THE AGENDA, FROM MEMBER OF THE PUBLIC: None.

5. CLERK'S REPORT:

Grass Cutting – Grant from IWC for 2009 £589 received via BACs.

Clerks Salary Increase – Assistant Clerk found an error in the accounts which had led to the Clerk not being paid her pay increase from last April (2009) – see accounts sheet showing correction and backdated pay circulated to Cllrs. The Chairman thanked the Assistant Clerk for finding this error, which obviously had an impact on the budget and confirmed she had written to the previous bookkeeper, who had apologised. **Resolved** back pay be paid.

Trees – Elm trees should have been planted at Spinfish by the time of the meeting.

FCI Plaque – Wording confirmed and plaque ordered. Clerk will arrange for this to be put in place when Girl Guides ones are put in.

Clerk gave Cllr Hobbs a copy of the tree income and expenditure spreadsheet.

Skate Park/CCTV Funding Bid – Planning Office had asked for further information – submitted by Cllr Eccles to the planning department.

Old Fire Station – Licence returned duly signed by WW Rotary and copy of insurance cover received.

Parish Council Vacancy – Cllrs noted the notice advertising the Afton Ward vacancy had been displayed in the PC noticeboard. Clerk advised PC this vacancy can now be filled by co-option as confirmation had been received from the IWC Elections and Local Land Charges Manager that they had not received sufficient number of requests from registered electors from the area of Freshwater PC (Afton Ward) for a by-election to be held to fill this vacancy.

Clerk said she had drafted notice to this effect for the PC noticeboard and it was **resolved**:

- i) Co-option to fill Afton Ward vacancy go on March Agenda.
- ii) Cllrs just want letters of application and applicants do not need to give a presentation.

Noted letters of application to be in by 22nd February 2010 in order to be sent out prior to the meeting.

Cllr Medland had resigned as a member of Freshwater Parish Council. Clerk started vacancy procedure for Norton Ward Cllr.

For information – after the next elections there is to be a Community Governance Review and all Parish and Town Councils on The Island will be reviewed.

Finance Meetings – Cllrs were asked to note that the Chairman had asked extra meetings be held on 15th June 2010, 21st September 2010 and February 2011, to monitor expenditure and income.

Archives – Cllrs noted these will be tidied by the Clerk and Assistant Clerk, when time permits. The Clerk asked about the large amount of jigsaw puzzles in boxes and bags in the archives (which were taking up valuable space).

Cllr Hobbs said these had been at Madeira House – the FCI had installed racks there for them, however, space in the archives is at a premium and suggestions were requested as to where they could be installed until the new extension to the Memorial Hall is built.

It was noted that Mrs Miles is researching the history of West Wight Swimming Pool. **Resolved** if she wanted copies of PC archive material, she could have these free of charge. Chairman agreed to inform her.

Skate Park - Safety Inspection should have been carried out 28th January 2010.

Clerk pointed out that the Skate Park Committee need to look at and agree to this being an annual event and whether to use RoSPA again. If visits to the Island Skateparks could be co-ordinated this would keep costs down.

Website – Mr Day and the Assistant Clerk will be working together on updating it.

Planet Way – Noted Clerk had a long discussion with Chairman of FCI on this matter and suggested he write to the PC so Cllrs could discuss the project and whether they support it or not. No letter received at time of sending out report.

Colwell Road – Cllr Sutton said this was on his pending list, due to a family bereavement he had been off the Island but would be picking this up again.

Code of Conduct Training for Clerks – Noted both Clerk and Assistant Clerk attended training session on this on Wednesday 20th January 2010.

IWC Director of Corporate Services and Monitoring Officer, who gave most of the training, recommended it was good practice to have ‘Declarations of Interest’ as an Agenda item at the start of the meeting (copy of IWC Agenda tabled) to give Cllrs an opportunity to declare any interest they may have in the matters on the Agenda.

Resolved Freshwater PC start doing this from now on.

The Clerk asked Cllrs to note:

- i) that it is the duty of Cllrs to abide by the Code of Conduct and to 'declare an interest' in a matter should they have one.
- ii) that just because a Cllr 'knows' someone it does not mean they have to declare an interest on a matter such as a planning application etc. – 'friend' is classed as someone met socially on a regular basis, not just 'know'.
- iii) Cllrs must state what their 'interest' is when they declare it.
- iv) If a Cllr declares a personal interest they can stay and debate and vote on the matter **unless** they also have a prejudicial interest
- v) Declarations of Interest that Cllrs give at a PC meeting are recorded in the Minutes and in the PC Declaration of Interest Register. It is up to members to check the Minutes and check any declaration of interest has been recorded before the Minutes are approved and signed.
- vi) If it is thought more than half the members of the PC have a personal and prejudicial interest in a PC matter that needs discussing and voting on, they can apply for dispensation.

There are likely to be changes to the Code of Conduct in the future, to include crimes committed, so a new Code will be introduced – IWC will let PCs know.

For further information, the Clerk advised Cllrs to look at the Standards Board for England website – details tabled.

Cllr Ottway said she was booked on the IWC Code of Conduct training to be held later in the month and urged both new Cllrs to the PC, as well as old ones, to look at attending what she feels, is important training. Cllr Hobbs suggested trainers come to PC rather than the other way round. Cllr Sutton proposed he could take forward training if required – agreed this could be held after a Planning meeting.

Post Meeting Note: Cluster Training for Code of Conduct led by the Director of Corporate Affairs and Monitoring Officer has been offered in the West Wight. Clerk to progress.

ISA (Independent Safeguarding Authority) Checks – Cllrs noted that the Clerk had been asked by a PC Cllr to put this item on a future Agenda – she is obtaining information and will then do so.

Assistant Clerk – Cllrs noted she had been called to serve for jury service – 1st March 2010. Parish Clerk goes away on 11th, so hopefully Assistant will be back to cover the office and Minute the Annual Parish Meeting.

Open Spaces – Grass Cutting and Minor Maintenance Contract advertised in last Friday's IW County Press – sealed tenders will go on March Agenda for decision.

Hooke Memorial - Cllr England to give an update at the next Planning meeting on 16th February 2010. Clerk had a meeting last week with two members of the Hooke Group.

NALC Award for Council of the Year – Thanks to Cllr Fleury for his help with the submission.

6. ELECTION OF VICE-CHAIRMAN:

The Chairman said she was aware that under the PC's Standing Orders the Chair would change in May but if Cllrs felt a newly elected Vice Chair (who could become the Chair in May) would only be in position for a short time, the Standing Orders could be suspended to allow her to remain Chair for more than the stated 2 years.

The Chairman asked for nominations for Vice Chairman.

Cllr Ottway nominated Cllr Cameron as Vice Chairman, seconded Cllr Sutton.

There being no further nominations, it was resolved Cllr Cameron become Vice Chair.

Cllr Sutton proposed PC suspend the Standing Orders in order for Cllr Kennett to remain as Chairman until September, seconded Cllr Ottway – **resolved**.

7. TO AGREE REPRESENTATIVES TO FILL THE VACANCIES ON COMMITTEES:

It was noted there were two PC vacancies and people who fill these may be interested on sitting on committees.

- 1) Open Spaces – All Cllrs members - Chairman to be elected at April meeting.
- 2) Allotments and Seats - tbc.
- 3) WW Youth & Community Centre – **Resolved** Cllr Sutton fill this vacancy for six months.
- 4) Island Waste – **Resolved** Cllr Bay fill this vacancy.
- 5) Policy Committee – Cllrs asked to think about this and matter will be placed on April Agenda.
- 6) Skate Park Committee – **Resolved** Cllr Cameron fill this vacancy.

Due to Cllr Hinton having to leave early, it was **resolved** item 12 on the Agenda be dealt with at this point in the meeting.

12. VILLAGE VOICES – UPDATE BY CLLR HINTON:

Discussion held on this project. Cllr Hinton suggested the interviews be put on the PC website – it was noted there was no data protection issues in respect of the deceased. He said he would keep the hard copy of the interviews and asked if Mrs Tyrell was interviewing more people.

When asked by Cllr Hobbs, Clerk confirmed Mrs Tyrell had typed up the interviews, which had been held in the archives.

It was noted Freshwater and Totland Archives being looked at by local people who want to collect memories, photos etc from residents and they were liaising with the library.

Cllr Ottway suggested the interviews could be put on CD, as part of books for the blind, as well as being printed in a booklet.

Cllr Hobbs proposed an application be made for project funding to the West Wight Landscape Partnership (WWLP), seconded Cllr Bray.

It was noted in that in 1961 the Parish Council published a local booklet about the area. It would be interesting to be able to recreate this in 2011, the 50th anniversary of the original booklet.

After further discussion it was **resolved** a small sub-committee be formed of: Cllrs Hinton, Hobbs and Bray together with Mrs Tyrell if she would like to join it, to make an application to the WWLP and look into the printing of a PC book using the interviews and archive material.

Cllr Hinton gave his apologies and left the meeting.

9. VILLAGE DESIGN STATEMENT:

Clerk advised Cllrs she had sought advice from Mr Peter Kingston, as agreed at last meeting – He agreed letter should be sent to architects, surveyors offices, planning consultants, people involved in design, libraries, IWC Land and Property Department with printed copy of VDS stating it is available on CD or via the PC website.

VDS – Mr Kingston feels that this should be written in full on the PC website as some people will not know what it means. Cllrs **resolved** that if possible, this be put in full on the website.

Printing – Quotations requested via IWC Print room, who now outsource their work. Details of prices circulated to Cllrs (copy attached to Minutes).

It was noted the quotation Mr Lewis obtained was £650 for 100 copies.

Cllr Sutton proposed PC accept quotation from Island Printers of £345 per 100 for digitally printed copies of the VDS, seconded Cllr Cameron – **resolved**.

Clerk pointed out that in the FCI Minutes it stated they had agreed to give a small project grant to VDS printing costs if found to be a budget deficit. Clerk said there was no budget to print it.

Resolved Clerk write to the Chairman of the FCI in time for their next meeting to formally ask if the FCI would be prepared to give the PC a small project grant towards these costs.

10. PARISH OFFICE ELECTRICS – Cllrs noted sockets now installed.

The Chairman said at the November 2009 MALCO meeting it had been agreed that MALCO and the Parish Council equally share the cost of the new electrics. If the PC had been aware of this at their last meeting she felt that this would have been acceptable to the PC. The November MALCO meeting had not been quorate, so decisions had to be ratified, and had been so, at the January meeting.

Noted letter had been sent to Memorial Hall asking for confirmation of type of lease/rent contract. Noted Memorial Hall did not have a copy of the FPC contract for when they started renting the room. Documents held by the PC in relation to this had been passed to the Administrator of the Memorial Hall.

Chairman of Memorial Hall Art and Leisure Committee came to see the Clerk to discuss and letter of response to PC letter received and copies given to Cllrs. Cllr Ottway said the electrician had sent the invoice for the work – Clerk not yet received this and agreed to look into. Cllr Cameron said that under the circumstances he proposed the PC pay half the costs of the extra sockets and invoice the Memorial Hall for the other half, seconded Cllr Harris this proposal and added to a maximum of £225 – Majority in favour, 1 abstained.

Cllr Sutton stated the Memorial Hall need to formalise the rental agreement. Cllr Ottway said she felt new installations did not come under repairs and renewals. She had a model rental agreement that Totland PC had from their landlord, for their offices and she would take this to the next MALCO meeting to formalise for the Parish Office and bring back to the Freshwater PC.

It was noted the Chairman of MALCO agreed to arrange for the PC to received future copies of MALCO meetings to avoid any further confusion.

Resolved cheque for Memorial Hall Parish Office Rent (final quarter for current financial year in accounts) be paid (will be put on next accounts sheet for March).

11. TO DECIDE WHETHER TO HAVE A GUEST SPEAKER FOR THE ANNUAL PARISH MEETING:

Resolved Peter Fellows from the WWLP be invited to attend to give an update on the progress of the WWLP. Also that teas and coffees be available and the meeting be held in the Tennyson Suite – Clerk to confirm with Memorial Hall Administrator.

13. REPORTS FROM SUB-GROUPS, COMMITTEES:

IW Playing Field Association – Cllr Bray had attended a meeting on 13th January 2010 – Minutes tabled. There are some association funds over and discussion had been held at the meeting as to what should happen to them. She outlined the options that were available.

West Wight Youth & Community Centre Meeting - Cllr Fleury gave his report on the meeting held 25th January 2010. He said it had been a good meeting and the new Youth Worker had been present as well as representative from IWC and Yarmouth Youth Centre. West Wight representatives invited to meeting to be held at St James Youth Club in February. Noted the draft Cabinet paper as to the future of the Youth Service will have been approved on the 9th February 2010 with a three week comment/clarification window (available on the website). Next meeting 15th March 2010.

IWALC – The Chairman said meetings had been rather process driven but now trying to share information and a new temporary secretary had been appointed. At the last meeting Mike Stark had given a presentation on an alternative view to the PFI on roads. Another blow had been that the IWC are intending to withdraw the £3,000 that had been given annually towards the training budget. She would be writing, as Chairman of IWALC, and would be sending it to all IW Cllrs to keep them informed. Lack of training funds would have great consequences on Quality Council/re-accreditation training. Recent training had been cancelled but it was hoped that this could be recommenced shortly.

Totland IT Suite – Cllr Harris confirmed he had attended the official opening. He had met a RCC representative who said they had revenue funding available which he suggested could be used for training for IW Parish and Town Councils which would not be available after 31st March 2010. Agreed Clerk contact and look into.

NALC – Cllr Fleury had attended meeting in Southampton Civic Centre on 29th January 2010 and reported on this. He said the Hampshire Emergency Planning Officer had gone through his report on managing flood and water emergencies. Report given to Clerk for information.

14. CORRESPONDENCE:

Trees – Letter from Mr and Mrs Rouse thanking Clerk for passing their previous letter to the IWC Parks Department. Would like to support tree planting programme in time for Spring; to increase offer of donation to £1,000 (previous offer £500) (to include about half evergreens but which can include Palms, Cordy Line, Australis, Eucalyptus and a variety of pines, spruces and fir trees). Delighted with planting in School Green Road and Queens Road – 1 space spare in green in front of WW Middle School. Also asks if possible that permanent labels to show variety of the tree could be put in. Also asks why Fir trees cut down in Afton Road – Clerk had asked Bob Edney who will be reporting back.

Resolved – Await Tree Survey Report before taking further. Clerk to inform.

Monuments Research – Email received asking for details of monuments in Freshwater and any in need of restoration. Clerk had informed him of War Memorial at All Saints Church which had recently been cleaned through PC obtaining a grant.

Cllrs listed others: One at cliff edge at Freshwater Bay, one in memory of Sir Vivian Foulkes at The Square, Freshwater Bay (by Ancona,) Hendrix at Dimbola, Hooke by the Co-op, Squadron Leader Dundass at Freshwater Bay, (between the two blocks of flats on the seaward side,) Mountbatten at Golden Hill and one on the 13th tee at Freshwater Bay Golf Club in memory of Frank Ing.

Scannesty – Letter thanking Clerk for her assistance and confirming bins will be placed in the library and post office at Freshwater Bay.

Pixley Hill/Copse Lane – Press Release from Action Group received as well as IWC Record of Decision taken under delegated powers confirming a formal Road Safety Audit on the impact of buses using Pixley Hill to take place.

WWLP – Email received stating in absence of a Grants Officer, the team require additional time to process and assess the main applications received for Round 2. Therefore postponing the next Panel meeting from 27th January 2010 to 17th February 2010 at 3 pm at Madeira House.

Tree Preservation Order (TPO) – Copy of letter confirming consent to works to trees at Heathfield Meadows in Heathfield Road noted.

‘Looking Back’ – Notice asking for memories and reminiscences of Freshwater and Totland. Hope to create a Freshwater and Totland Archive in Freshwater Library. Contact details given.

Reading in the 21st Century – free talk at Freshwater Library on ebooks and talking books – 10th February 2010 at 6.30 pm to be held.

Panel Report on the Partial Review of the South East of England Regional Spatial Strategy – Policy M3 – letter received stating this policy has been published.

Yarmouth Harbour Advisory Committee – Advice to Commissioners – Inner Harbour Reconfiguration Proposals 2009 – updated vision received.

Buckingham Palace Garden Parties – Nomination forms for the Chairman and guest received for completion. Cllr Fleury proposed PC nominate their Chairman, seconded Cllr Cameron – **resolved**.

RCC - Voluntary Support Teams – Happy to attend PC meeting to inform Cllrs. Cllrs **resolved** to see if WWLP representative to attend Annual Parish Meeting, before taking further.

WWLP – Email received stating change of meeting venues.

NALC Leadership Academy programme – details received

TPO – Notice of consent works – Macrocarpa to be felled near to ground level at Brookbank, Brookside Road, Freshwater.

Community Cash Awards – Details received – agreed these be passed to ENO for information.

Seminar on The Local Shop – details received and noted.

Tabled:

IW 2010 Walking Festival Information

IWC Bulletin – January 2010

RCC New and Information

Totland PC Agenda for January Meeting

Lionel Osman – Copy of funeral Order of Service and letter from Chairman to family

Play surface information

IWALC Agendas and Minutes

FCI Minutes of meeting held 9th December 2009

‘Looking Back’ Notice appealing for photos, documents and maps etc. to contribute to Freshwater and Totland archive

NALC – Chief Executive Briefing on Standing Order – Guidance information

Local Hero – Robert Hooke – Minutes of Memorial

Action for Market Town - Sustainability Toolkit information.

Circus Workshop and Balloon Modelling information.

Hold a Fish and Chip support details
 Extreme Weather – information on ‘good neighbours’ and NHS Direct contact details.
 Solent News
 IWC Delegated Decision Report on Schools – not Freshwater
 Graffiti removal information
 Folk Evening details
 WWLP Newsletter
 Wight Access Group Minutes

15. CHAIRMAN’S REPORT:

Attending a selection of programmes ‘Up to You’ in the WW Sports Centre this Saturday 10am – 4 pm.

16. QUESTION FROM CLLRS: None.

Cllr Ottway left the meeting.

8. SCHOOL GREEN DITCH CULVERTING PROJECT:

Letter received from WWLP asking for more information on this project – copies had been circulated to Cllrs Cllr Harris outlined the WWLP funding application process he had been through to date, which included a meeting with a WWLP representative to confirm what information was required and giving that information. He expressed his upset and concern over the protracted application process and asked what the WWLP had achieved. Cllr Kennett said she was also disappointed and concerned. Cllr Fleury said photographic evidence had been submitted regarding the ditch culverting project, in response to Mr Fellows questions and he suggested Mr Fellows meet with the PC so that could discuss the areas under debate.

After further discussion it was **resolved** Cllr Harris answer the points raised in Mr Fellows letter, sending copy to IWC and PC write expressing Cllrs concerns and disappointment over the protracted application process. over the application process. The PC felt it would have been helpful if clearer guidance had been given initially to aid Cllr Harris with the funding application. Letter also to mention PC had always supported the project (enclosing relevant Minutes), as had FCI. Letter to be sent in time for next WWLP meeting on 15th February 2010, copy to be sent to WWLP Chair. Agreed Clerk draft letter and send to PC Chairman to finalise.

17. ACCOUNTS FOR PAYMENT:

Accounts sheets and Bank Reconciliation sheets circulated at the meeting.

Resolved accounts be paid. (CF/AS).

Payments Jan 2010 - by internet banking

Sally Woods Jan 10 basic: £1400.44	£ 2322.42
Gratuity £140.04	
Overtime £40.39	
Mileage £14.08	
Back Dated Pay £1538.37	
BT Business	179.35
Clint Oliver - Jan salary	109.53
Emma Carter - Jan salary	284.80
Sandham Office Service Ltd - Jan photocopier Account	29.38
HMRC Tax & NIC	1546.58
TOTAL	4472.06

Internet Bank**Transfers**

07/01/2010 Bank transfer 8000.00

Cheques**drawn for****payment 1st****February 2010**

	£
2321 Cancelled	0.00
2322 Petty Cash	100.00
2323 Petty Cash	100.00
2324 WBS - Inv 91123 Stationery	53.36
2325 D Horne (Woodland Conservation & Stump Grinding)	800.00
2326 Brighstone Landscaping (Granny's Meade)	205.63
2327 Open Spaces Society (Annual Subscription Renewal)	£40.00
2328 Beacon - February 2010 edition	129.50
2329 IW County Press - Advert for Grass cutting Tenders	35.25
2330 Andrew Wallis - Spinfish Lane Work including tree planting	375.00
Sub total	1838.74

Petty Cash**Expenditure:**

Postage	37.98
Misc.	130.45
Total	168.43

TOTAL 6479.23

The meeting closed at 9.02 pm