



Annual meeting, 8 May 2017, 7.00pm at St Helens Community Centre

Present: Councillors: M Anderson, J Coleman, V Duckett, J Robertson, I Thomson, T Woodcock
Clerk: P Baxter;
Public: Three.

Before the meeting opened, all Councillors signed a Declaration of Acceptance of Office, counter-signed by the Proper Officer

Minutes

Action

016/17/18 Election of Chairman for the ensuing year-

Cllr Robertson proposed, seconded Cllr Anderson, that he be Chairman.

Resolved – Unanimous.

The Declaration of Acceptance of Office was signed and Cllr Robertson took the Chair.

017/17/18 Election of Vice Chairman for the ensuing year-

Cllr Thomson proposed that Cllr Coleman be Vice Chairman, seconded Cllr Anderson.

Resolved – Unanimous.

The Declaration of Acceptance of Office was signed.

018/17/18 Apologies-

There were none.

019/17/18 Declarations of interests and requests for dispensation-

Cllr Woodcock declared a pecuniary interest in the item on Bembridge Harbour Trust.

020/17/18 Minutes-

Cllr Thomson proposed, seconded Cllr Duckett, that the Minutes of the Council meeting held on 10 April 2017 be approved.

Resolved – Unanimous.

021/17/18 Public Participation-

Mr Thorpe made representations regarding Bembridge Harbour Advisory Group and Bembridge Harbour Trust.

022/17/18 Vacancies in the office of councillor-

- a) The Clerk presented the Council's Co-option Policy for review, which was **agreed**;
- b) It was **agreed** to advertise two vacancies arising from recent ordinary elections to be filled by co-option. Cllr Coleman undertook to augment the Clerk's statutory advertising with notices in public places.

023/17/18 Standing Orders and Financial Regulations-

- a) The Clerk presented revised Standing Orders and Financial Regulations, explaining the differences from existing documents, which were **agreed** and would have effect from the June meeting;
- b) Cllr Coleman proposed, seconded Cllr Anderson, that meeting Summons be formally served by mail or by hand, and by email for convenience only.
Resolved – (5/1) For: Cllrs Anderson, Coleman, Duckett, Robertson, T Woodcock; Against: Cllr I Thomson;
- c) Cllr Robertson proposed that the Council's policy of recording named voting for each contended resolution cease, and that Standing Order 3(r) be operated as written from the next meeting onwards.
Resolved – (4/2) For: Cllrs Coleman, Duckett, Robertson, T Woodcock; Against: Cllrs Anderson, Thomson.

024/17/18 Code of Conduct-

It was **agreed** that the current Code of Conduct continue without alteration.

JC

025/17/18 Review of Committees and Working Groups-

The Clerk noted the current structure of the Council with a Planning Committee and a Personnel Panel. The Clerk recommended that the Planning Committee be disestablished, with Planning items being absorbed into the general agenda of Ordinary meetings of the Council, and that only a Personnel Panel be retained, which was **agreed**.

026/17/18 Nominations to Committees, Working Groups and as Lead Members-

- a) Cllrs Robertson, Coleman and Woodcock undertook to form a Personnel Panel when required.
- b) Cllr Thomson undertook to act as Lead Member for Maintenance and Cllr Duckett as Lead Member for the Village Greens.

027/17/18 Nominations to external bodies-

- a) Cllr Anderson undertook to represent the Council at the Isle of Wight Association of Local Councils [IWALC];
- b) There was no nomination to the Carnival Society;
- c) Cllr Robertson undertook to attend the Bembridge Harbour Advisory Group.

028/17/18 Review of memberships and subscriptions of the Council to/of other bodies-

- a) It was **agreed** to continue membership of IWALC;
- b) It was **agreed** that the Council should seek membership of the Open Spaces Society;
Having declared an interest, Cllr Woodcock left the room for the next item:
- c) After debate, Cllr Thomson proposed, seconded Cllr Coleman, that the Council leaves its membership of the Bembridge Harbour Trust.

Resolved – (4/1) For: Cllrs Anderson, Coleman, Robertson, Thomson; Abstain: Cllr Duckett; Cllr Thomson proposed, seconded Cllr Anderson, that the Council seek the return of the £500 fee paid to the Trust in 2007.

Resolved – (4/1) For: Cllrs Anderson, Coleman, Robertson, Thomson; Abstain: Cllr Duckett; *Cllr Woodcock returned to the meeting.*

029/17/18 General Power of Competence-

The Clerk explained the power and the eligibility criteria, reporting that the recent elections and his qualification now make the council eligible to adopt the power by resolution. Cllr Robertson proposed, seconded Cllr Coleman, that the Power of General Competence be adopted.

Resolved – Unanimous.

030/17/18 Review of Insurances-

The Clerk reported current insurance arrangements, and the reduced premium now being offered having removed the cover provided for the annual carnival and village fayre that are not managed by the council. The Carnival Society was noted as having made its own arrangements for the current season. Having also noted the marginal financial advantage of a three-year Long Term Agreement, the Clerk recommended accepting the more flexible terms offered for one year from June. Cllr Duckett proposed, seconded Cllr Woodcock, that the one year terms be accepted.

Resolved - Unanimous.

031/17/18 Internal Audit

The Council **noted** the satisfactory Internal Audit report.

032/17/18 Policies and Protocols-

The Clerk explained each of the following Policies and Protocols:

Health & Safety Statement for 2017/18;

Equalities and Inclusion Policy;

Freedom of Information Policy and Publication Scheme;

Data Protection Policy;

Corporate Plan Policy;

Complaints Policy;

Member/Officer protocol;

Communications protocol;

Dignity at Work Policy.

Cllr Woodcock proposed, seconded Cllr Thomson, that all be agreed.

Resolved - Unanimous

The Chairman signed the annual Health & Safety Policy Statement, and the Clerk undertook to bring a draft Grants Policy to the next meeting for consideration.

PB

033/17/18 Events-

The Clerk reported receipt of three applications for events on the Old Church Green, two for wedding celebrations and one for a commercial vintage fairground attraction. After concern was expressed that the Green should only be used for those events appropriate to its heritage, tranquil setting and status as possible deconsecrated ground, Cllr Robertson proposed, seconded Cllr Anderson, that the wedding events for 1 July and 9 September be agreed.

Resolved - (4/2) For: Cllrs Anderson, Coleman, Robertson, T Woodcock; Against: Cllrs Duckett, Thomson.

Cllr Duckett proposed, seconded Cllr Coleman, that the fairground application be declined.

Resolved – (4/2) For: Cllrs Coleman, Duckett, Thomson, Woodcock; Against: Cllrs Anderson, Robertson.

Cllr Coleman proposed, seconded Cllr Thomson, that hirers' donations to local good causes (in lieu of a charge) be passed directly to the Parish Council for holding in its Grants budget pending an allocation decision later in the year.

Resolved – Unanimous.

034/17/18 Finance-

The following invoices were **agreed** for payment:

Chq	Payee	£
300093	Glasdon UK (dog bin)	130.83
300094	G Hughes (internal audit fee)	115.00
300095	Zurich Municipal (insurance)	331.91
300096	P Baxter (stationery, website)	54.06
300097	Community Action IW (payroll)	788.60

035/17/18 Maintenance-

a) The Clerk reported progress with enquires related to the damage caused to a bench in a vehicle collision. It was **agreed** that Insurer's advice would be taken as to whether to proceed with a claim through them or directly with the third party, and the Clerk was to proceed as advised;

b) An information board at the foot of Gaggen Path was damaged. The Clerk undertook to advise the National Trust, as owners;

c) A picnic bench on Old Church Green was reported as damaged, and possibly dangerous. The Clerk and Cllr Thomson undertook to inspect during a planned visit that week.

PB

PB

IT/PB

036/17/18 Member matters-

- a) No questions had been received;
- b) Items for the next agenda were **agreed** to include:
 - Quotations and decision for Latimer Road garden improvements;
 - A review of hiring conditions for Old Church Green;
 - A report on maintenance items noted during a planned inspection tour of the parish;
 - On-street parking issues;
 - A Grants Policy.

037/17/18 Annual Parish Meeting-

The Clerk reported difficulties encountered in securing sufficient participant support to mount a viable programme of speakers for the Annual Parish Meeting, and recommended reducing the planned agenda to the minimum content of Council presentations and Public Forum, which was **agreed**. Cllr Coleman undertook to distribute advertising posters in public places, in addition to the statutory notices to be placed by the Clerk.

PB/JC

038/17/18 Meetings of the council-

Cllr Thomson suggested that the council should meet in the cricket pavilion, as he had calculated it to be more energy efficient. Cllr Robertson proposed, seconded Cllr Woodcock, that meetings continue to be on the second Monday of each month except August, at 7.00pm in the Community Centre *[the next meeting being 12 June]*.

Resolved – (5/1) For: Cllrs Anderson, Coleman, Duckett, Robertson, T Woodcock; Against: Cllr I Thomson;

Meeting closed at 9.15pm

Signed (Chairman) 12 June 2017