

Minutes of the Meeting of Hythe and Dibden Parish Council

Held at The Parish Hall, West Street, Hythe
on Wednesday 23rd May at 7.00 pm

p Maureen McLean (Chairman)
p James Binns (Vice Chairman)

Councillors:

p P Armstrong
p M Clark
p E Davey
p J Fowler
p C Harrison
p T Johnson

Councillors:

p G Parkes
p D Poole
p M Short
p A Wade
p M Wade

p = present
a = apologies
n = no apologies received

In Attendance

p Cllr B Andrews (NFDC)
p Cllr K Crisell (NFDC)
n Cllr A McEvoy (HCC)

Officers in attendance

Mrs S Bennett (Clerk to the Council)
Mr S Spencer (Deputy Clerk to the Council)
Miss C Donnelly (Minute Clerk)

5 Members of the Public

01/18 ELECTION OF CHAIRMAN

Cllr. Clark was nominated by Cllr. M Wade, seconded by Cllr. A Wade. Cllr. McLean was nominated by Cllr. Harrison, seconded by Cllr. Short.

A vote took place and Cllr McLean was elected Chairman following which Cllr. M Wade withdrew his nomination.

RESOLVED

That Cllr. Maureen McLean be elected as Chairman of the Council for the forthcoming Council year.

02/18 DECLARATION OF OFFICE

Cllr. Maureen McLean signed her Declaration of Acceptance of Office and took the Chair.

03/18 **ELECTION OF VICE CHAIRMAN**

RESOLVED that

Cllr. Eric Davey be elected as Vice Chairman of the Council for the forthcoming Council year.

04/18 **LONG SERVICE AWARD**

The Chairman presented Leigh Morgan, Senior Maintenance Operator, with his 20 year Long Service Award. The Chairman thanked Leigh for 20 years commitment and hard work for this community.

05/18 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. Peter Armstrong declared an interest in agenda item 16 as he is a board member of the New Forest Business Partnership.

06/18 **COMMITTEE APPOINTMENTS**

(a) **Planning**

RESOLVED

That the following be appointed to the Planning Committee for the forthcoming Council year:-

Chairman of the Council (Ex-Officio)
Vice Chairman of the Council (Ex-Officio)
Cllr. James Binns
Cllr. Jo Fowler
Cllr. Chris Harrison
Cllr. Graham Parkes
Cllr. Mike Short
Cllr. Alex Wade
Cllr. Malcolm Wade

(b) **Personnel**

Following the appointment of a new Vice Chairman, a vacancy became available on the Personnel Committee. Cllr. Mark Clark nominated himself and was seconded by Cllr. Alex Wade. Cllr. James Binns nominated himself and was seconded by Cllr. Jo Fowler. A vote took place and Cllr. Binns was appointed to the vacancy.

RESOLVED

That the following be appointed to the Personnel Committee for the forthcoming Council year:-

Chairman of the Council (Ex-Officio)
Vice Chairman of the Council (Ex-Officio)
Cllr. James Binns
Cllr. Chris Harrison
Cllr. Dan Poole
Cllr. Mike Short

(c) Neighbourhood Planning

RESOLVED

That the following be appointed to the Neighbourhood Planning Sub-Committee for the forthcoming Council year;

Cllr. Jo Fowler
Cllr. Chris Harrison
Cllr. Trevor Johnson
Cllr. Graham Parkes
Cllr. Dan Poole

07/18 **MINUTES**

Consideration was given to the Minutes of the Extraordinary Parish Council Meeting held 10th May 2018.

RESOLVED that

Minutes of the Extraordinary Parish Council Meeting held on 10th May 2018 be agreed.

08/18 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

The Hythe and Dibden Parish Council website now links to the new Love Hythe and Waterside web page that this council supported. This visitor focussed website takes the place of the Council's Events and Visitors pages.

The Chairman and Cllr. Poole attended the Beating the Retreat event celebrating the 17 Port and Maritime Regiment RLC at Marchwood. The Chairman said this was a fantastic day and she was very proud to represent Hythe and Dibden alongside other representatives from the local community.

The summer plants are starting to go in and the hanging baskets are going up. The Chairman expressed her thanks to the Maintenance Team for all their hard work.

The electric van is with us and in use; keep an eye out for it – there is no use keeping an ear out as it is a very quiet van. The van will be used at the Neighbourhood Planning events so make sure you pop down and tell us what you think about the community's draft plan and about our van.

Our security company ceased being available to us with immediate effect and we are currently seeking a new contractor to lock up the zip wire and Noads Way play area. The facilities are currently unlocked however we are hopeful that we might have found another contractor and are awaiting a quotation from them.

The Chairman would like to reassure councillors that herself and Cllr. Binns have been keeping in close contact with the office staff and she is pleased to report that the workloads on the staff, although never normal these days, have returned to a level that is manageable in the long run. The Chairman will continue to keep in close contact.

Dibden Allotments Fund is holding an Open Lunch in the Parish Hall on Wednesday 13th June at 12pm – 1.30pm. The Chairman hopes that councillors will be able to attend.

09/18 **REPORTS FROM COUNTY COUNCILLORS**

Cllr. Malcolm Wade reported that the decisions made by the Executive Member of Children's Services on Home to School Transport do not exactly match the policy added as an appendix to the decision. The policy states no free provision. The decisions were:

- Stop providing for new applicants for Home to School Transport for children with special needs attending nursery placements.
- Only provide Home to School Transport once a child reaches compulsory school age.
- To implement a walking distance of three miles on a child's 8th birthday (it has to be over 3 miles before they can have Home to School Transport).
- Introduce tiered charges for any exceptions to the policy.

Cllr. Wade reported that the impact on these changes for children and working parents is significant. The policy changes will affect children seeking admission to junior schools right across the Country from September 2019.

At the Annual Meeting of the County Council, Cllr. Elaine Still was elected as Chairman and Cllr. Charles Choudhary was elected as Vice Chairman. The Leader adjusted his cabinet to cover for two councillors who are off sick.

REPORTS FROM DISTRICT COUNCILLORS

Cllr. Dan Poole was pleased to announce that he has been appointed Vice Chairman of the new Housing Overview and Scrutiny Panel. He will report back to Council after the inaugural meeting next month.

Cllr. James Binns updated the Council on the progress of the NPA Recreational Management Strategy and said there will be an internal consultation before a full public consultation on proposals in the summer.

Cllr. Binns has attended a presentation on GDPR and noted that the leisure centres are working hard to implement the new data protection procedures.

Cllr. Peter Armstrong reported that this month has seen the contractors finish work on 161 new tiled roofs in Butts Ash. Remedial work to repair grass areas is taking place with a local landscape contractor. NFDC are now embarking on outside painting on their properties which have rendering. Cllr Armstrong has been out with a senior manager and agreement has been given for a new bathroom and windows on a few other properties.

Cllr. Armstrong has been finding more fly tipped rubbish and is talking to officers to find a way forward in combatting this.

At the recent Annual Meeting of the District Council, Cllr. Armstrong was re-elected to be Vice Chairman of the Planning Committee.

At the end of April, Cllr. Armstrong was again invited to a reception at Westminster by Keep Britain Tidy where he met other litter pickers and businesses from across the UK. Cllr Armstrong reported that it was good to make some key contacts which could be useful for our local area.

Cllr. Alex Wade had nothing to report.

Cllr. Kate Crisell had nothing to report.

Cllr. Bill Andrews apologised that his report was brief because he had just hurried back from being in Parliament.

Cllr. Andrews is unable to attend the Dibden Allotment Fund Open Lunch.

At the last NFDC Full Council meeting Cllr. Mel Kendal was elected to Chairman of Council, and Cllr. Andrews is pleased to report that he and Cllr. Armstrong were re-elected to lead the NFDC Planning Committee. Cllr. Andrews continues on the Corporate Overview and Scrutiny Panel & Audit Committee, and several Task and Finish Groups.

Southern Water has published a Draft Water Resources Management Plan for Consultation which can be found online at southernwater.co.uk/WRMP. It looks forward 25-50 years, focussing on changing demand for water and what measures may need to be taken to both conserve water and to ensure continuity of supply. The Environment Agency has asked Southern Water to halve the amount of water they take out of the River Itchen. One estimate is that overall demand could increase by 50% by 2070. This authority is to encourage people to reduce their use to only 100 litres per person per day. The Deadline for responding to the consultation is 28th May 2018.

10/18 **REPORTS FROM MEMBERS ON OUTSIDE BODIES**

Cllr. Chris Harrison reported that the window at the Dibden Allotment Fund premises has not been fixed as they are still in consultation with the insurers and a conservation specialist. The window was damaged last July when there was a break in.

Cllr. Trevor Johnson reported that the Age Concern New Forest shop in Totton has closed down because the lease concluded. They are hopeful that they will find new premises within Totton. The other shops continue to do well.

11/18 **PUBLIC FORUM**

There were no matters raised.

12/18 **QUESTIONS UNDER STANDING ORDERS 25 AND 26**

There were no questions asked.

13/18 **PLANNING COMMITTEE**

Consideration was given to the Minutes of the Planning Committee meeting held on 9th May 2018.

RESOLVED that

The Minutes of the Planning Committee meeting held on 9th May 2018 be agreed.

14/18 **WORKING GROUPS**

Consideration was given to developing the Christmas Lights Working Group into a new Tourism, Events and Christmas Lights Group.

RESOLVED

- a) The proposal to set revise the Christmas Lights Group to a Tourism, Events and Christmas Lights Working Group and the terms of reference be agreed.

- b) That membership of Working Groups be agreed as follows:-

Open Spaces and Play Equipment

Cllr. Peter Armstrong
Cllr. Jo Fowler
Cllr. Chris Harrison
Cllr. Maureen McLean
Cllr. Daniel Poole
Cllr. Mike Short

Finance Overview Group

Cllr. James Binns
Cllr. Chris Harrison
Cllr. Malcolm Wade

Grants Group

Cllr. Jo Fowler
Cllr. Chris Harrison
Cllr. Daniel Poole

Awards

Cllr. James Binns
Cllr. Eric Davey
Cllr. Trevor Johnson
Cllr. Maureen McLean
Cllr. Alex Wade
Cllr. Malcolm Wade

Tourism, Christmas Lights, Events' Group

Cllr. James Binns
Cllr. Eric Davey
Cllr. Jo Fowler
Cllr. Maureen McLean
Cllr. Dan Poole
Cllr. Mike Short

Memorials Group

Cllr. Peter Armstrong
Cllr. James Binns
Cllr. Eric Davey
Cllr. Chris Harrison
Cllr. Graham Parkes
Cllr. Mike Short
Cllr. Malcolm Wade

The Battle's Over

Cllr. Maureen McLean
Cllr James Binns
Cllr. Jo Fowler
Cllr. Chris Harrison
Cllr. Graham Parkes
Cllr. Malcolm Wade

15/18 **OUTSIDE BODIES**

Consideration was given to the appointment of representatives to serve on Outside Bodies.

RESOLVED

That the following representatives be appointed to Outside Bodies:-

1. **Age Concern (New Forest East)**
Cllr. James Binns
2. **Association of New Forest Local Councils**
Chairman/Vice Chairman of the Council
3. **Dibden Allotments Fund**
Cllr. Chris Harrison – ends June 2021
Cllr. Maureen McLean - ends June 2019
Cllr. Dan Poole – ends June 2021
4. **Families Matter**
Cllr. James Binns
5. **Friends of Forest Front**
Cllr. Eric Davey
6. **Hampshire Association of Local Councils**
Chairman/Vice Chairman of Council
7. **Handy Trust**
Cllr. Maureen McLean – 3 year appointment ends 30 November 2020
Cllr. Dan Poole – 3 year appointment ends 30 November 2020
8. **Hythe and Dibden Twinning Association**
Cllr. Maureen McLean (Ex Officio)
Cllr. Eric Davey (Ex Officio)
Cllr. Mark Clark
9. **Hythe and Dibden Woodland and Waterside Group**
Cllr. Eric Davey

10. **Hythe and Waterside Dementia Friendly Group**
Cllr. James Binns
11. **Hythe Youth Club Management Committee**
Cllr. Alex Wade
12. **Local Representatives for Transport Liaison**
Cllr. James Binns
Cllr. Dan Poole
13. **New Forest Business Partnership**
Cllr. Mark Clark
14. **New Forest Consultative Panel**
Cllr. Chris Harrison
15. **New Forest District Council Environmental Protection Liaison Committee**
Cllr. Mark Clark
Cllr. Jo Fowler
16. **Ports Consultative Committee**
Chairman of the Planning Committee
17. **South East Quadrant Meeting (NPA)**
Cllr. Chris Harrison
18. **Waterside Heritage**
Cllr. Eric Davey
19. **Waterside Infrastructure Group**
Chairman of the Council
Chairman of the Planning Committee
20. **Waterside Joint Councils Group**
Chairman or Vice Chairman of the Council
Chairman of the Planning Committee
21. **Waterside Youth Steering Group**
Cllr. James Binns
Cllr. Maureen McLean
Cllr. Alex Wade
Cllr. Malcolm Wade

16/18 **THE GROVE**

Consideration was given to the proposed 15 year Maintenance Schedule for the Grove and the report regarding the replacement of the Council Chamber floor.

RESOLVED

- a) The 15 year Maintenance Schedule for the Grove be agreed.
- b) The Council replaces the Council Chamber floor with a suspended timber floor as recommended by the Building Consultant.
- c) The Council employs Primmer Olds Chartered Surveyors to prepare the specification/tender documents and to manage the installation to completion.
- d) The Council earmarks up to £5000 for the Chartered Surveyors fees.

17/18 **JONES LANE LAND LEASE**

Consideration was given to the Deed of Surrender for the previous lease and the new 25 year lease.

RESOLVED

- a) The Deed of Surrender for the previous lease be agreed.
- b) The new 25 year lease be agreed to be signed by Cllr Maureen McLean and Cllr Eric Davey to sign the new lease.

18/18 **FINANCE REGULATIONS**

Members reviewed the Finance Regulations for the Council. The Chairman said very well done to the Clerk for all her hard work producing the new Finance Regulations.

RESOLVED that

The Finance Regulations for the Council be agreed.

19/18 **FINANCE 2017 – 2018**

Consideration was given to the internal auditor's report. The Chairman thanked the Clerk, Deputy Clerk and the Finance Officer for their hard work and noted the excellent comments in the auditor's report. The Clerk also thanked all staff for their efforts in delivering sound financial systems.

Council considered Section 1 and Section 2 of the Annual Governance and Accountability Return 2017/18.

Consideration was given to the report on the Annual Return for the year ending 31 March 2018 and the Financial Outturn Report.

Council considered the recommendations regarding the Ear Marked Reserves.

RESOLVED that

- a) The internal auditor's report is confirmed.
- b) The Annual Governance Statement was approved and signed by the Chairman and the Clerk of the Council.

- c) The Accounting Statements 2017/2018 is approved and signed by the Chairman and the Clerk of the Council.
- d) The explanation of variances on the Annual Return is approved.
- e) The report on the Annual Return for the year ending 31 March 2018 and the Financial Outturn Report is received.
- f) The Ear Marked Reserve for St Anne's be removed and the remaining £16,933.67 be reallocated to the Ear Marked Reserve for The Grove refurbishment.
- g) The Ear Marked Reserve for the Grove IT system be renamed IT.

20/18 **FINANCE 2018 – 2019**

Consideration was given to the bank reconciliations for April 2018 and the Schedule of Payments for the period 1 April 2018 to 30 April 2018.

RESOLVED that

- a) The bank reconciliation for April 2018 be noted.
- b) The accounts for payment as detailed totalling £93,334.12 be agreed and paid.

21/18 **MEETINGS MAY 2019**

RESOLVED that

- a) The Annual Meeting of Council be held on Thursday 9th May 2019. Agendas to be sent out as hard copies on 3rd May 2019.
- b) The Planning Committee meeting be held on Wednesday 15th May 2019.
- c) A Council meeting (essential business, training and awareness) be held on Wednesday 22nd May 2019.

The meeting closed at 8.25pm

Chairman

Date

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