



# BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,  
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN  
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## Minutes of Bembridge Parish Council Meeting held at 7.00pm on 20<sup>th</sup> June 2017 in The Village Hall, Large Hall, Bembridge

**Present:** Cllr M Sullivan (Chairman), Cllr S Weedall, Cllr C Behan, Cllr M Donlon, Cllr M Curtis, Cllr R Weaver, Cllr A Hopkinson-Woolley, Cllr T Millington, Cllr G Stillman, Cllr R Widger, Mrs E Goldring (Clerk) and Mrs J McDade (Assistant Clerk) **Public:** IW Cllr Murwill and Cllr Tyndale, 17 members of the public

### **PUBLIC FORUM**

Mr Hughes –Finances. Previous councillors totally underestimated the budget. With income budget of £225,000, no money to pay for maintenance meaning £50,000 debt and the overspending on items approx. £20,000 more debt. Can I ask the re-elected Councillors if they still believe the budget they signed off was correct?

Cllr Weaver – the budget is perfectly sound and I have no concerns about spending the reserves when required

Mr Hughes – what about the overspend and the reserves running out?

Clerk – for the last 6 years the council has unspent and carried forward approx. £120,000 each year. This includes the earmarked reserves.

Mr Hughes – why does the Internal Auditor state the accounts are unsustainable?

Clerk - It is general council practice to have 3-6 months general reserves, the council is within this threshold.

Cllr Sullivan suggested that Mr Hughes make an appointment with the Clerk to go through the accounts. Mr Hughes agreed but wanted two councillors present.

Mrs Grannum – when is the Annual report going out?

It is an agenda item tonight to be discussed, hopefully soon.

Cllr Weaver read a letter out from Mrs Rogers: the WI and I would like to congratulate the Parish Council for the Armed Forces Day event. Special thanks to Emma and Jacqui, they should be congratulated for their commitment to the village.

Cllr Sullivan read a letter out from Mrs Clough: concerned about illegal parking outside Lloyds Bank and the congestion it causes on High Street, Sherbourne Street and Meadow Drive. Could official clear warning signs be installed on the railings? Could the Parish Council take this matter up with Island Roads and IW Council?

The office has already written to Island Roads asking for signs, they will chase.

### **1. 122/17 CHAIRMAN'S ANNOUNCEMENTS**

I concur with Mrs Rogers, the Armed Forces Day was a wonderful event and the children were adorable. Thank you to Emma, Jacqui, Rev Bloor and Bembridge Primary School. I would also like to think about the people of London following the terrible fire at Grenfell Tower.

### **2. 123/17 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies received from Cllr Reeder and Cllr Steane

### **3. 124/17 DECLARATIONS OF INTEREST**

**124/17/01** To receive declarations of pecuniary or other interests relating to items on the agenda

Cllr Curtis declared a pecuniary interest in item 10 and 16

**124/17/02** To consider requests and grant dispensations if appropriate

None

**4. 125/17 MINUTES OF THE LAST MEETING**

**125/17/01** To receive for approval minutes of the Council meeting held on 16<sup>th</sup> May 2017

**RESOLVED:** Approved minutes of the Council meeting held on 16<sup>th</sup> May 2017 and duly signed by the Chairman

**125/17/02** To receive for approval minutes of the Extraordinary Council Meeting held on 23<sup>rd</sup> May 2017

**RESOLVED:** Approved minutes of the Extraordinary Council Meeting held on 23<sup>rd</sup> May 2017 and duly signed by the Chairman

**5. 126/17 PLANNING COMMITTEE**

To note minutes of the Planning Committee Meeting held on 6<sup>th</sup> June 2017

**RESOLVED:** Noted minutes of the Planning Committee Meeting held on 6<sup>th</sup> June 2017

**6. 127/17 WORKING GROUPS**

**127/17/01** To note minutes of the Steyne Park Project Group Meeting held on 17<sup>th</sup> May 2017

**RESOLVED:** Noted minutes of the Steyne Park Project Group Meeting held on 17<sup>th</sup> May 2017

**127/17/02** To receive for approval minutes of the Task & Finish Group meetings held on 23<sup>rd</sup> May and 5<sup>th</sup> June 2017

**RESOLVED:** Approved minutes of the Task & Finish Group meetings held on 23<sup>rd</sup> May and 5<sup>th</sup> June 2017

**7. 128/17 FINANCE**

**128/17/01** To approve bank reconciliation and cash balances to 16<sup>th</sup> June 2017

**RESOLVED:** Approved bank reconciliation and cash balances to 16<sup>th</sup> June 2017 **Appendix A**

**128/17/02** To approve schedule of payments to 16<sup>th</sup> June 2017

**RESOLVED:** Approved schedule of payments to 16<sup>th</sup> June 2017

**128/17/03** To amend box 9 fixed assets of the accounting statement on the annual return to be £1,226,512 (valuations of 5/7 High St and 5 Foreland Rd Parish Office should not have been changed)

**RESOLVED:** Agreed to amend box 9 fixed assets of the accounting statement on the annual return to be £1,226,512 (valuations of 5/7 High St and 5 Foreland Rd Parish Office should not have been changed)

**128/17/04** To approve External Auditor BDO additional fee of £30

**RESOLVED:** Approved External Auditor BDO additional fee of £30

**8. 129/17 REPORTS**

To receive the following reports:

**129/17/01** Hampshire Association of Local Councils

Cllr Steane - No report

**129/17/02** Village Hall Management Committee

Cllr Stillman - Finances and procedures checked at the meeting not much else. Next meeting end of July.

**129/17/03** Bembridge Youth & Community Centre Management Committee

**Appendix B**

**129/17/04** Village Partnership (plus Green Town Steering Group)

Cllr Weedall - Next meeting of both will be on 5<sup>th</sup> July. Beach Clean last weekend was well attended for such a hot day. Thank you again to Trevor from the Tollgate Café for providing refreshments at the end of the clean. Lady from Ventnor attended to see how we organise the cleans and will approach Ventnor to see if they can do the same over there.

**129/17/05** Finance & Staffing Advisory Group

No report as meeting was cancelled and will now be held on 26<sup>th</sup> June

**129/17/06** Harbour

Cllr Millington - Very busy at present with most berths being booked. Dredging now complete in the harbour, with waste being taken 4 miles off shore for disposal. Over 300 attended the Jazz on the Quay event and the Family Fun Weekend will be on 28<sup>th</sup> to 30<sup>th</sup> July. Malcolm Thorpe looking to start a youth volunteer opportunity scheme at the Harbour, which would be good for work experience. With so many visitors in the harbour, will ask Malcolm to provide a sign encouraging them to walk up the hill to the village centre.

**129/17/07** Police Report

**Appendix B**

**129/17/08** IW Bus & Rail Users Group

Cllr Steane - No report

**129/17/09** Amey Waste Forum Report

Cllr Sullivan - No report

**129/17/10** Library Report

No report

**129/17/11** Other reports

None

**129/17/12** Isle of Wight Councillors reports

Cllr Murwill – not much to report at present. Working with Cllr Tindell on a database of local issues, though nothing urgent at the moment. Trying to arrange a meeting with Harbour parties. Cllr Stewart and MP Bob Seely visited the Dept of Education today, and reports so far received, it was very positive. The entire IW Council wishes to retain a school in Sandown and would like to see education there for 4 – 16 years led by the Bay CE Primary School. More information will follow.

**129/17/13** Clerk's report

**Appendix B**

## **9. 130/17 POLICIES AND PROCEDURES**

**130/17/01** To adopt the Code of Conduct

**130/17/02** To adopt Financial Regulations

**130/17/03** To adopt revised Standing Orders

**130/17/04** To adopt the Grievance Procedure

**130/17/05** To adopt the Complaints Procedure

**130/17/06** To adopt the Disciplinary Procedure

**130/17/07** To adopt the Health & Safety policy

**130/17/08** To adopt the Health & Safety at Steyne Park policy

**130/17/09** To adopt the Small Grants scheme

**130/17/10** To adopt the revised Internal Audit testing of key controls

**130/17/11** To adopt the Child Protection policy

**130/17/12** To adopt the Communications & Media policy

**130/17/13** To adopt the Cemetery policy

**130/17/14** To adopt the Equal Opportunities policy

**130/17/15** To adopt the Volunteers policy

**130/17/16** To adopt the Tree Management policy

**130/17/17** To adopt the Memorial Bench policy

**130/17/18** To adopt the Parish Asset Grant policy

**130/17/19** To adopt the Transparency Code Compliance policy

**130/17/20** To adopt CCTV policy

**130/17/21** To adopt the Publication Scheme

**130/17/22** To adopt the Dignity at Work policy

**130/17/23** To adopt the Social Media Policy

**130/17/24** To adopt the Petition Policy

**130/17/25** To adopt the Vexatious Policy

**130/17/26** To adopt revised Training Policy

**130/17/27** To adopt terms & conditions for use of Steyne Park Pitches & Changing Rooms

**130/17/28** To adopt terms & conditions for use of Foreland Playing Field & Changing Rooms

**130/17/29** To adopt the terms & conditions for hire of the rear Office, Parish Office

- 130/17/30** To adopt the terms & conditions for Event Hire on Parish Land
- 130/17/31** To adopt the terms of reference for the Planning Committee
- 130/17/32** To adopt the terms of reference for the Finance & Staffing Group
- 130/17/33** To adopt the terms of reference for the Village Partnership Group
- 130/17/34** To adopt the terms of reference for the Green Towns Steering Group
- 130/17/35** To adopt the terms of reference for the Steyne Park Project Group
- 130/17/36** To adopt the terms of reference for the Community Asset Committee
- 130/17/37** To review all Councillors register of interests
- 130/17/38** To review all Councillors register of gifts and hospitality
- 130/17/39** To update and adopt the Emergency Plan

These will be discussed at the next Finance and Staffing meeting and recommendations will be brought to the next Full council. These are standard policies; do we really have to discuss everyone? Councillors have copies of all policies and terms of reference, what changes are required? Need to go through all of them; they may only be a few changes.

**RESOLVED:** Defer until July Full Council

#### 10. **131/17 AUDITOR**

**131/17/01** To appoint 2017/18 internal auditor

We have received 2 quotes to date; Do the Numbers Ltd £750.00 and Lightatouch £1,590.00.

Have previously used Do the Numbers Ltd.

**RESOLVED:** Agreed to appoint Do the Numbers Ltd as Internal Auditor for 2017/18

**131/17/02** To agree Internal Audit Report action plan

Some points are already being actioned as per the Internal Audit Report plan. Will be discussed at the next Finance and Staffing Meeting.

#### 11. **132/17 ANNUAL REPORT**

To approve the annual report

This report has been drafted to death and is very dull but needs to get out now. Cllr Weaver will arrange advertising once report is complete and ready to print. There will be no cost to residents. Mrs Sheaf volunteered to help deliver; there is a list in the parish office to collate volunteers.

**RESOLVED:** Approved annual report with adjustments as per list. **Appendix C** Agreed to appoint Desktop to print report.

#### 12. **133/17 LANE END TOILETS**

**133/17/01** To agree lease of Lane End Toilets

Water leak has been resolved but the bills still need to be resolved though we are now in credit.

**RESOLVED:** Agreed lease of Lane End Toilets

**133/17/02** To agree lease charges

**RESOLVED:** Agreed lease charges

**133/17/03** To agree advertising charges for Lane End Toilets

**RESOLVED:** Agreed to charge £20 per month for advertising in the Lane End Toilets

#### 13. **134/17 TRAINING**

**134/17/01** To agree Councillor Training

HALC training will cost £1,500 plus expenses and Sue Chilton training will cost £600. Clustering with Calbourne, Whippingham and East Cowes so a total of 27 delegates. HALC training is for one 5 hour session and Sue Chilton training would be four 3 hour sessions. We cannot justify paying more just to go with HALC for less training.

**RESOLVED:** Agreed to appoint Sue Chiltern for Councillor Training

**134/17/02** To agree Councillor Planning Training

**RESOLVED:** Agreed to appoint David Long for free Planning Training

#### 14. **135/17 COMMUNICATIONS STRATEGY**

To agree Communications Strategy Inc. Parish News, Annual Report, Standalone newsletter etc.

**RESOLVED:** Agreed the Communications Strategy

**15. 136/17 IT SUPPORT**

**136/17/01** To agree a quotation for a new website, social media, office IT support, office back up system and CCTV software support as a contractor

CCTV system covers the park and play areas. PC Consultants are very good but very expensive. Wight Computers are very professional. Only query would be the additional cost of data transfer, though this could be done in the office.

**RESOLVED:** Agreed to appoint Wight Computers for a new website, social media, office IT support and office back up system.

**136/17/02** To agree the purchase of an additional CCTV camera to cover the terrace with 1<sup>st</sup>4

Electrical £306 plus VAT

Believe this is too much money for one additional camera.

**RESOLVED:** Cllr Stillman and Cllr Widger to look at the CCTV system at Steyne Park. Defer item until more information is available.

**16. 137/17 5/7 HIGH STREET RESTRICTIVE COVENANT**

To consider removal of the restrictive covenant on toilets at 5/7 High Street

Cllr Curtis left the room

IWC offering to release the covenant on the toilets, which has a negative value on the building. Also gives the council options for the building as previously stated. A commercial decision would be to remove any 3<sup>rd</sup> party from the equation. We do not have the finances to carry out any works at present, so should look at refurbishing and cleaning the toilets where they are. By releasing the covenant does not mean we have to carry out any works now but would be ready to in the future. Covenant protects the building and would cost solicitors fees to remove.

**RESOLVED:** Agreed to retain the restrictive covenant on toilets at 5/7 High Street

In favour: Cllr Sullivan, Cllr Donlon, Cllr Behan, Cllr Widger, Cllr Millington and Cllr Hopkinson-Woolley

Against: Cllr Weaver and Cllr Weedall

Abstention: Cllr Stillman

Cllr Weaver stated: Well done Open Bembridge another lost opportunity

**17. 138/17 STEYNE PARK**

To agree for Bembridge Football Club to hang banners on the hedge at Steyne Park

Will help with the finances for the football club and less damage to footpaths. Parish Council to have no liability for the banners.

**RESOLVED:** Agreed for Bembridge Football Club to hang banners on the hedge at Steyne Park

**18. 139/17 FLY THE FLAG FOR MERCHANT NAVY DAY**

To agree to Fly the flag for Merchant Navy Day 3<sup>rd</sup> September and purchase a Red Ensign flag £28 plus VAT

**RESOLVED:** Agreed to Fly the flag for Merchant Navy Day 3<sup>rd</sup> September and purchase a Red Ensign flag £28 plus VAT

**19. 140/17 PURCHASES**

**140/17/01** To agree to purchase a PA System for use at Council Meetings

**RESOLVED:** Agreed not to purchase a PA System for use at Council Meetings but to carry on using the one available in the Village Hall for now.

**140/17/02** To agree to purchase a projector for Planning Committee Meetings

Thanks to Cllr Reeder for purchasing a projector for the Council. It is being gifted to Council and will be added to the Asset Register.

**20. 141/17 NEW GROUPS**

To approve a Road Safety and Security Group, discuss terms of reference and number of members

**RESOLVED:** Approved a Road Safety and Security Group, terms of reference and to have at least four members. Cllr Grant, Cllr Behan, Cllr Widger and Cllr Millington appointed to the group. Mrs L Mitchel and Mrs S Sheaf also wish to be included in the group.

**21. 142/17 TWINNING**

To discuss the Bembridge Twinning with Pledran Bembridge Twinning Association dissolved 3 years ago and the twinning has been left dormant as the entrance signs to the village would need changing. It is a complex process to untwine.

**22. 143/17 CRICKET MAT**

To consider the request from Stuart Chatfield IWCB to gift the surplus cricket mat to another team Would like to hear from the three groups that would like the cricket mat stating why they should be gifted the mat.

**23. 144/17 CONSULTATION**

To respond to the AET proposal to amalgamate Ryde and Sandown Bay Academies deadline 6<sup>th</sup> July 2017

Do we know the number of children from Bembridge affected by this closure? This information should be included in the response. Very angry about this situation, this is purely financial. Totally against this proposal.

**RESOLVED:** Agreed to the AET proposal to amalgamate Ryde and Sandown Bay Academies deadline 6<sup>th</sup> July 2017 response with extra information about number of Bembridge children attending the school

**DATE OF NEXT MEETING**

Confirmed Full Council 18<sup>th</sup> July 2017, 7.00pm the Village Hall

Meeting Closed: 9.05pm

Signed:..... Dated:.....