

MINUTES OF THE ANNUAL MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON TUESDAY 15 MAY 2012 AT 7.00PM IN WOOTTON COMMUNITY PRIMARY SCHOOL, CHURCH ROAD, WOOTTON BRIDGE.

Present : Councillor Ken Morris Chairman  
Councillors Brian Ballard, Dick Doran, Barrie Hailstone, Pete Mundell,  
Roy Murphy, Sarah Fulford, Daryll Pitcher

Also present: 5 Members of the public  
Val Cooper - Parish Clerk  
Jay Jayasundara – Highways PFI Director  
Malcolm Smith – Highways PDI Technical Manager

*Matters raised during the Open Forum*

- *No Matters were raised in the Open Forum.*

1. ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR AND TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE.

**12/158.** Nominations were invited for the election of Chairman for the forthcoming year.  
RESOLVED – THAT COUNCILLOR KEN MORRIS IS ELECTED TO SERVE AS PARISH COUNCIL CHAIRMAN FOR THE FORTHCOMING YEAR.  
Councillor Morris duly signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR.

**12/159.** Nominations were invited for the election of Vice Chairman for the forthcoming year.  
RESOLVED – THAT COUNCILLOR STEVE PORTER IS ELECTED TO SERVE AS VICE-CHAIRMAN FOR THE FORTHCOMING YEAR.

3. APOLOGIES FOR ABSENCE.

**12/160.** Apologies for absence were received from Councillor S Porter and Councillor B Abraham.

4. ISLE OF WIGHT HIGHWAYS PFI (PRIVATE FINANCE INITIATE)

**12/161. To receive a presentation from the Highways PFI Team.**

The meeting heard that the condition of the Isle of Wight roads is at the bottom of the ladder countrywide. This will be addressed by the Highways PFI (Private Finance Initiative), which will be funded by a Government Grant for the capital works to the sum of £260 million pounds which does not have to be repaid. The Isle of Wight Council's contribution for maintenance and operation will be £8.3 million pounds in the first year and is not new money but a transfer of the current spend on routine maintenance and operating of the Highway network. There will be local employment opportunities as the winning bidder of the PFI will be locked into a Carbon and Water contract which will result in a significant incentive for them to locally source materials and sub-contractors. The PFI Team will be meeting with Town and Parish Councils in the near future to ascertain which of their assets are on or off the Highways. The PFI Team were thanked for their interesting presentation.

RESOLVED – THAT THE CLERK WILL CONTACT MALCOLM SMITH, TECHNICAL MANAGER OF THE PFI TEAM, TO SET UP A MEETING TO LOOK AT THE PARISH COUNCIL'S ASSETS ON AND OFF THE HIGHWAY.

5. APPOINTMENT OF REPRESENTATIVES TO:-

**12/162. IWALCs Executive Committee.**

RESOLVED – THAT COUNCILLOR DICK DORAN IS ELECTED TO SERVE AS REPRESENTATIVE ON THE IWALC EXECUTIVE COMMITTEE.

**12/163. Wootton Bridge Village Partnership.**

RESOLVED – THAT COUNCILLORS KEN MORRIS AND PETE MUNDELL ARE ELECTED TO SERVE AS REPRESENTATIVES ON THE WOOTTON BRIDGE VILLAGE PARTNERSHIP.

**12/164. Wootton Youth Club.**

RESOLVED – THAT COUNCILLORS STEVE PORTER AND KEN MORRIS ARE ELECTED TO SERVE ON THE WOOTTON YOUTH CLUB MANAGEMENT COMMITTEE

**12/165. Wootton Creek Fairway Association.**

RESOLVED – THAT COUNCILLOR SARAH FULFORD IS ELECTED TO SERVE ON THE WOOTTON FAIRWAY ASSOCIATION.

**12/166. Arreton Charity Trust.**

RESOLVED – THAT COUNCILLOR PETE MUNDELL IS ELECTED TO SERVE ON THE ARRETON CHARITY TRUST.

**12/167. Island Waste Advisory Group.**

RESOLVED – THAT COUNCILLOR ROY MURPHY IS ELECTED TO SERVE ON THE ISLAND WASTE ADVISORY GROUP.

**12/168. Dog Warden Liaison Group.**

RESOLVED – THAT COUNCILLOR BARRIE HAILSTONE IS ELECTED TO SERVE ON THE DOG WARDEN LIAISON GROUP.

**12/169. Wight in Bloom.**

RESOLVED – THAT COUNCILLOR DARYLL PITCHER IS ELECTED TO SERVE ON THE WIGHT IN BLOOM GROUP.

**12/170. Any other representatives.**

No other representatives were needed at this time.

6. MINUTES OF THE MEETING HELD ON 17 APRIL 2012

**12/171.** RESOLVED – THAT THE MINUTES OF THE MEETING HELD ON 17 APRIL 2012 BE APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN.

7. DECLARATIONS OF INTEREST.

**12/172.** Councillor D Doran declared a personal and prejudicial interest in matters relating to the planning application for 7 Rectory Drive, Wootton Bridge.

Councillor Pitcher declared a personal and prejudicial interest in matters relating to the planning application for 7 Rectory Drive.

Councillor S Fulford declared a personal and prejudicial interest in matters relating to the planning application for 49 Station Road.

8. MATTERS ARISING.

Progress reports only.

**12/173. Play Area** (Minute 12/125)

The Clerk reported that a sign had been put up some time ago in the play area, designed by one of the school children, stating no dogs allowed. The mound for the new slide will need to remain fenced off due to the grass taking time to grow through the safety matting. A replacement sign is needed at the High Street end of the Recreation Ground clearly referring to this being Wootton Recreation Ground.

RESOLVED – THAT THE CLERK WILL OBTAIN QUOTATIONS FOR REPLACING THE SIGNAGE AT THE HIGH STREET END OF THE RECREATION GROUND.

- THAT THE CLERK WILL CHECK THAT THERE IS A DOG SIGN AT THE HIGH STREET END OF THE RECREATION GROUND.

**12/174. Local Housing Needs Survey** (12/141).

The Clerk had gone through the draft tender documentation sent by Peter Griffiths. This had been sent to the Working Group for their comments. Councillor Pitcher and the Clerk will be meeting with Peter Griffiths from the IOW Council on 24<sup>th</sup> May 2012 to progress this documentation to the tender stage.

**12/175. New Road – Road Surface** (Minute 12/148).

There was a misunderstanding about the work that took place in New Road which was not resurfacing but patching.

**12/176. Workshops - Quality Parishes and Localism & Neighbourhood Development Plans in Practice** (Minute 12/151)

Councillor Dick Doran and the Clerk were attending the Quality Council workshop on Saturday 26 May 2012 which will focus on quality Parishes and Localism. There is another workshop on 21 July 2012 which will look at Neighbourhood Development Plans in Practice which will include speakers from Ringer Parish Council.

**12/177. Noticeboards** (Minute 321 – Annual Parish Meeting).

Councillor Pitcher had looked in to the cost of additional noticeboards in the village as well as possible reciprocal arrangements for putting up information and notices. It was agreed that an additional noticeboard is needed at the High Street end of the Recreation Ground, with other locations being put forward. Advertisement consent will need to be sought before this noticeboard is installed.

RESOLVED – THAT THE CLERK WILL LIAISE WITH COUNCILLOR PITCHER ABOUT THE COST OF A NEW NOTICEBOARD FOR THE HIGH STREET END OF THE RECREATION GROUND AND BRING THIS BACK TO THE NEXT PARISH COUNCIL MEETING.

**12/178. Lower Woodside Road** (Minute 12/149)

Information had been received from the Enforcement Officer about there being a valid Enforcement Notice at Ash Farm. This notice related to the occupation of mobile homes. The owners were successfully prosecuted for non-compliance with the notice. Instructions have already been sent to the Legal Dept for further prosecution proceedings. In respect of Solent View, where there are a number of caravans used residentially, the Local Planning Authority have a current Enforcement case. Two planning applications have very recently been submitted and are being dealt with. With regards to the property in the woods, past Copse end, this is going to be investigated and processed by a Planning Compliance Officer.

**12/179. Dog Mess**

Bags of dog mess have been deposited at the entrance of the public footpath to the beach at Woodside. This is of particular concern as it could be a public health issue. This is also happening on Path N97.

RESOLVED – THAT THE CLERK WOULD CONTACT THE ISLE OF WIGHT COUNCIL HEALTH DEPARTMENT TO ASK THEM TO CHECK THE SITUATION AT WOODSIDE BEACH AND PATH 97 AND SEE IF RECEPTICLES CAN BE INSTALLED FOR DOG WASTE BAGS.

9. PLANNING APPLICATIONS.

To comment on the following applications:-

**12/180.** P/00483/12 TCP/30980

7 Rectory Drive, Wootton Bridge.

Demolition of garage; single storey side extension to form dining room and porch.

RESOLVED – THAT THE PARISH COUNCIL HAVE NO OBJECTIONS TO APPLICATION P/00483/12 TCP/30980.

**12/181.** P/00535/12 TCP/01539/b

34 Station Road, Wootton Bridge.

Demolition of porch; two storey side extension to provide replacement porch with shower room over.

RESOLVED – THAT THE PARISH COUNCIL HAVE NO OBJECTIONS TO APPLICATION P/00535/12 TCP/01539/B.

**12/182.** Lushington Garage – P/00290/12 TCP/18293/G

Following concerns raised by residents at the last Parish Council meeting, the Clerk and two Councillors met with the planning officers for this application. The concerns of residents were raised, with a lot of these concerns already being addressed with Harwoods. The planning officer is to go back to Harwoods with some of the issues raised at the meeting.

RESOLVED – THAT THE PARISH COUNCIL HAVE NO OBJECTIONS TO APPLICATION P/00290/12 TCP/18293/G PROVIDED ACCESS TO GRAVEL PIT ROAD IS MAINTAINED AT ALL TIMES.

**12/183. Decisions.**

P/00251/12 – Approved (The Shieling, New Road)

P/00262/12 – Approved (49 Station Road)

**12/184. Tree Preservation Orders**

TPO/1990/37 – Woodside Hall, Woodside Road. (Refusal to the felling of a Field Maple). The reason being that this will be determined as part of the planning application for the new sewage treatment system and not as a separate issue.

10. PARISH COUNCILLOR AREAS OF RESPONSIBILITY

**12/185 To review the effectiveness of Parish Councillor ‘areas of responsibility’ and to agree any changes.**

RESOLVED – THAT AREAS OF RESPONSIBILITY HAVE BEEN EFFECTIVE AND WILL REMAIN AS FOLLOWS:-

- Highways/Transport – Councillor Roy Murphy,

Continued .....

- IT & Communications – Councillor Dick Doran.
- Human Resources – Councillor Ken Morris.
- Planning – Councillor Barry Abraham.
- Environment/ECO – Councillor Barrie Hailstone,
- Governance/Finance – Councillor Brian Ballard,
- Property/Risks – Councillor Steve Porter,
- Standards/Code of Conduct - Councillor Sarah Fulford,
- Projects/Development – Councillor Daryll Pitcher.
- Policy – Councillor Pete Mundell.

11. YOUNG PEOPLE'S REQUIREMENTS IN THE VILLAGE

**12/186. Progress in taking on the old school building.**

Consideration was given to applying for funding under the Coastal Communities Grant in respect of taking on the old school building but this was not progressed as no firm decision on the lease was available. The old school building is now on the IOW Council's list of properties for disposal. A revised date was awaited for the meeting between Property Services and Councillors involved with the old school.

**12/187. Any other youth matters.**

Councillor Porter was unable to attend the meeting but sent a verbal report. The staff from PGL are doing a great job in taking over the running of the Junior youth night which is very popular. The previous youth club leaders had left, with a new leader in place for the Senior nights but it was disappointing to note that the Thursday night has now been stopped. It was a further disappointment that there did not appear to be anyone taking the first Tuesday session.

12. MONTHLY REPORT OF ISLE OF WIGHT COUNCIL ISSUES AFFECTING THE VILLAGE

**12/188. To receive the monthly report by the Local Member.**

Councillor Abraham was unable to attend the meeting but sent a verbal report. Work has started at the Primary School, which should be completed in September of this year.

13. COMMUNITY BUS SERVICE

**12/189. To discuss the request for payment received from the Isle of Wight Community Bus Partnership.**

A request had been made for £2,000 towards the Community Bus Service from the IOW Community Bus Partnership, to be split 50/50 with Havenstreet & Ashey Parish Council. Although the original aspiration was for each town or parish council to completely run and operate its own route, it soon became impractical. It was subsequently agreed that all the successful volunteers would be pooled and managed by a paid Coordinator, whose role had proved to be crucial to the success of the community buses. The IW Council continues to fund the provision of buses for community use, but a change of school contract later this year could affect their availability. The Parish Council had put aside £1,000 in the budget for the Community Bus.

RESOLVED – THAT THE PARISH COUNCIL WILL PAY £1,000 TO THE IOW COMMUNITY BUS PARTNERSHIP FOR THEIR SHARE OF THE EXPENSES THAT HAD ARISEN FOR THE RUNNING OF THE COMMUNITY BUS SERVICE.

- THAT THE COMMUNITY BUS SERVICE WILL BE LOOKED AT AGAIN ONCE IT HAS BEEN RUNNING FOR TWELVE MONTHS.

**12/190. To consider whether to progress the suggestion for a Saturday service.**

Havenstreet & Ashey Parish Council had agreed to fund a Saturday service of the Community Bus for a trial period until September, subject to Wootton Bridge Parish Council agreeing to cover fifty percent of the cost. A Saturday service will cost £60 per week (£3,000 per annum/£750 per quarter).

RESOLVED – THAT WOOTTON BRIDGE PARISH COUNCIL DO NOT AGREE TO COVER FIFTY PERCENT OF THE COST OF A THREE MONTH TRIAL OF A SATURDAY SERVICE OF THE COMMUNITY BUS. IF THIS IS TO BE CONSIDERED IT NEEDS TO BE SELF-FINANCING.

14. QUEEN'S DIAMOND JUBILEE

**12/191. To inform members of the progress of the Tea Party for the Queen's Diamond Jubilee on 5 June 2012.**

Tickets were selling well for the vintage tea party to celebrate the Queen's Diamond Jubilee. Help was requested for setting up the tables and chairs in the village square and then taking them down afterwards. Volunteers had come forward to assist in preparing the refreshments, with the event to be discussed further at the Village Partnership Meeting on 29 May 2012.

**12/192. Tree Warden to report on which tree to purchase for planting for the Queen's Diamond Jubilee.**

The Isle of Wight Council Parks Department had given permission for the Parish Council to plant a Cedar of Lebanon Tree in the recreation ground to mark the Queen's Diamond Jubilee. A plaque will be considered once the tree has become established.

15. PARTY IN THE PARK – 21 JULY 2011

**12/193. To inform members of the progress of this year's party in the Park arrangements.**

Licences and permits had been applied for in respect of the annual Party in the Park. PGL will run the Wootton Mini Olympics and will be attending the Village Partnership Meeting on 29<sup>th</sup> May to progress the same. Stallholders and operators had been approached and assistance was requested for putting up and taking down the marquees.

16. WOOTTON STATION

**12/194. To report on the date of the official opening of Wootton Station and the public open evening set for 13<sup>th</sup> June 2012.**

The opening ceremony of the new station at Wootton was due to be held on Saturday 19<sup>th</sup> May 2012. Councillor Morris (Chairman) was to speak on behalf of the community prior to declaring the station formally open.

An open evening for residents was due to be held on Wednesday 13<sup>th</sup> June 2012, with a train ride to Havenstreet for refreshments. At this meeting it is hoped that "Friends of Wootton Station" will come forward.

17. HIGHWAY MATTERS

**12/195. Footways – to consider volume of traffic using Footways as a "rat run".**

Councillor Pitcher had been contacted by a local resident about various problems in respect of traffic using Footways. Councillor Pitcher monitored the traffic from 5.00 p.m. to 5.30 p.m. on Thursday 3<sup>rd</sup> May and counted 93 vehicles using Footways, only three of which appeared to be local traffic, with fifty nine going to or from Brocks Copse Road. This road is clearly being used as a rat, with signs needed to make people slow down.

18. PARISH COUNCIL INSURANCE

**12/196. To consider whether the level of cover for Officials Indemnity Insurance is sufficient.**

The insurance policy taken out with Came & Company offers £250,000 (in the aggregate) for Officials Indemnity Insurance. Discussion took place about whether this was sufficient, given the increased responsibilities coming down to Parish Councils under the Localism Bill.

RESOLVED – THAT COUNCILLOR HAILSTONE WILL CONTACT CAME & COMPANY AND ASK THEM TO GO BACK TO THEIR UNDERWRITERS REGARDING THE LEVEL OF OFFICIALS INDEMNITY INSURANCE, WHICH THE PARISH COUNCIL FEEL IS INSUFFICIENT.

- THAT THE CLERK WILL LIAISE WITH THE CLERKS NETWORK TO ASCERTAIN THEIR LEVEL OF OFFICIALS INDEMNITY INSURANCE.

19. MODEL PUBLICATION SCHEME ANNUAL REVIEW.

**12/197. To reaffirm the adoption of the Model Publication Scheme (originally adopted by the Parish Council in November 2008).**

Members were reminded that the Parish Council adopted the new Model Publication Scheme at the end of 2008. A copy of the guide to information and the new scheme is on the Parish Council's website. The reaffirming of the model publication scheme is a procedural matter. The Clerk had checked the Model

Publication Scheme for any changes that may be required, with none being found.

RESOLVED – THAT THE PARISH COUNCIL REAFFIRMED THE ADOPTION OF THE MODEL PUBLICATION SCHEME.

20. COMMITTEES AND MEETINGS.

To report on the following meetings:-

**12/198. IWALC Executive.**

Councillor Doran had attended the IWALC Finance and General Purposes steering committee meeting on 19<sup>th</sup> April 2012 as well as representing IWALC at the Localism Conference on 28 March 2012. He had

circulated reports to Councillors on both meetings. Some consideration of Standards will be discussed at this Thursday's meeting.

**12/199. Fishbourne Parish Council Meeting**

Councillor Doran had attended the meeting at Fishbourne regarding Neighbourhood Development Plans.

**12/200. Society of Local Council Clerks – Isle of Wight Branch**

Wootton Bridge Parish Council had hosted the meeting of the local branch of the SLCC on 26 April 2012. Thanks were received from the Secretary of the local SLCC for the hospitality of WBPC. Items raised included information on the General Power of Competence which has replaced the Power of Wellbeing. There will be training available shortly which the Clerk will attend in order to submit this module to update her CiLCA qualification.

**12/201. War Memorial**

Councillor Ballard had met members of the War Memorial restoration fund group. The excellent response to requests for contributions to the war memorial fund, together with the donation from the Parish Council, means that the restoration works can be commissioned in time for this year's memorial service.

21. CORRESPONDENCE.

For information only.

**12/202.** No correspondence needed to be raised at the meeting.

22. ACCOUNTS.

**12/203. To inform members of the date of the internal audit of the 2011/12 accounts**

The internal audit was due to be carried out on 18 May 2012.

**12/204. To receive and approve the 2011/2012 accounts.**

The Accounting Statement had been sent to Councillors with their Briefing Notes.

RESOLVED – THAT NO MATTERS AROSE WHICH GAVE CAUSE FOR CONCERN ON THE ACCOUNTING STATEMENT, WHICH THE CHAIRMAN AND CLERK DULY SIGNED.

**12/205. To complete the annual governance statement which forms part of the Annual Return Statement for the year end 31 March 2012.**

A copy of the Annual Governance Statement had been sent to Councillors with their Briefing Notes.

RESOLVED THAT THE PARISH COUNCIL AGREED WITH ALL OF THE ACCOUNTING STATEMENTS IN SECTION 2 OF THE ANNUAL GOVERNANCE STATEMENT WHICH WAS THEN DULY SIGNED BY THE CHAIRMAN AND THE CLERK.

**12/206. To inform members of the date of the external audit for the 2011/2012 accounts.**

The external audit of accounts will be held on 11 June 2012. The accounts will be posted first class on 8<sup>th</sup> June 2012.

**12/207. To consider and approve the accounts for payment.**

Members were presented with the accounts for payment.

RESOLVED – THAT THE ACCOUNTS FOR PAYMENT TOTALLING £6,334.04, A COPY OF WHICH FORMS APPENDIX A OF THESE MINUTES, BE PAID.

23. DATE OF JUNE 2011 MEETING

**12/208. To remind members of the change of date for the June Parish Council Meeting.**

The Parish Council Meeting in June will be held on the second Tuesday of the month (12 June) to accommodate the Clerk's annual leave. This had previously been agreed at the December 2011 Parish Council Meeting (Minute No. 11/454).

24. TO RECEIVE ANY ITEMS FOR INCLUSION ON THE NEXT AGENDA.

**12/209. Woodside Holiday Park** – Darwins need to be contacted for a progress report, including what action is to be taken regarding the erosion of the foreshore.

There being no further business to discuss the meeting closed at 9.45 p.m.

Signed .....

Date .....