

MINUTES OF THE **ANNUAL** MEETING OF WOOTTON BRIDGE PARISH COUNCIL HELD ON TUESDAY 14<sup>TH</sup> MAY 2013 AT 7.00 PM IN WOOTTON COMMUNITY PRIMARY SCHOOL, CHURCH ROAD, WOOTTON BRIDGE.

Present : Councillor Ken Morris Chairman  
Councillors Barry Abraham, Brian Ballard, Dick Doran, Edward Giles, Barrie Hailstone,  
Pete Mundell, Daryll Pitcher,

Also present: 15 Members of the public  
1 Member of the press  
Val Cooper - Parish Clerk

Councillor Ken Morris (Chairman) welcomed Councillor Daryll Pitcher to the meeting as the new Ward Member for Wootton Bridge and Councillor Edward Giles as a newly elected Member of the Parish Council.

**Items raised in the Open Forum:-**

- **Woodhouse Copse**

The landowner at Woodhouse Copse is planning a couple of events in July and August. Councillors Barry Abraham and Edward Giles said they would be taking this matter up with the Isle of Wight Council.

- **Rugby Club Lease**

Councillor Abraham had emailed Barry Cooke (Property Services) for an update on the new lease for the Rugby Club. Councillor Daryll Pitcher will take this matter up now he is the Ward Member.

- **Doctors Surgery**

Following the Isle of Wight Council election, the new Council had put a halt on disposal of assets, which had resulted in the sale of the land beside the Community Centre being put on hold. The surgery is time sensitive as the doctors have to get out of the existing surgery in eighteen months. An investigation was requested as the land should have been signed over in January/February, with building work due to start the first week of April. It is understood that the matter is still in the hands of the lawyers. Councillor Pitcher will look into this matter as a matter of urgency and bring information back to the next meeting.

1. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE OF THE NEWLY APPOINTED PARISH COUNCILLORS.

**13/166.** The declarations of acceptance of office of the newly appointed Parish Councillors were signed and received by the Clerk.

2. APOLOGIES FOR ABSENCE

**13/167.** Apologies for absence were received from Councillor S Porter.

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

**13/168. 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.

4. ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR.

**13/169. Nominations were invited for the election of Vice Chairman for the forthcoming year.**

RESOLVED – THAT COUNCILLOR BARRY ABRAHAM IS ELECTED TO SERVE AS VICE-CHAIRMAN FOR THE FORTHCOMING YEAR.

**13/170. The Chairman had been asked to read out the following statement from Councillor Steve Porter who was unable to attend the meeting.**

Councillor Porter hoped that his fellow Councillors would support his proposal that:-

“Wootton Bridge Parish Council remains committed to being totally non-political and will work to improve the fabric of the parish and promote activities within it that will benefit the lives of those living in the village”.

RESOLVED – THAT WOOTTON BRIDGE PARISH COUNCIL REMAINS COMMITTED TO BEING TOTALLY NON POLITICAL IN ORDER TO BEST SERVE THE LIVES OF LOCAL RESIDENTS.

5. CO-OPTION OF A PARISH COUNCILLOR

**13/171. To co-opt one Parish Councillor onto the Parish Council to fill the vacancy.**

Members were informed that the vacancy had been advertised in the IW County Press, on the web site and on the Parish Council notice boards, in accordance with the Parish Council’s co-option procedure. Three applications had been received, details of which had been supplied to members prior to the meeting. A confidential ballot was held in the open meeting.

RESOLVED – THAT CORINNE CAREY BE CO-OPTED TO SERVE AS A PARISH COUNCILLOR ON THE PARISH COUNCIL.

**13/172.** A vote of thanks was proposed to Councillors Roy Murphy and Sarah Fulford who had stepped down at the recent election. Both Councillors had invested a lot of time and effort for the benefit of the village.

RESOLVED – THAT LETTERS OF THANKS WOULD BE SENT TO THE OUTGOING PARISH COUNCILLORS ROY MURPHY AND SARAH FULFORD.

6. DECLARATION OF ACCEPTANCE OF OFFICE

**13/173. To receive the Declaration of Acceptance of Office of the newly co-opted Parish Councillor.**

Corinne Carey had sent her apologies to the meeting. She had been asked to attend the Parish Council office to sign the declaration of acceptance of office.

7. APPOINTMENT OF REPRESENTATIVES TO:-

**13/174. IWALCs Executive Committee.**

Councillor Doran was thanked for the tremendous job of being the Parish Council’s IWALC representative.

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

**13/175. Wootton Bridge Village Partnership.**

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

**13/176. Wootton Youth Club.**

RESOLVED – THAT COUNCILLORS STEVE PORTER AND BRIAN BALLARD ARE ELECTED TO SERVE ON THE WOOTTON YOUTH CLUB MANAGEMENT COMMITTEE.

**13/177. Police Liaison Group**

RESOLVED – THAT COUNCILLOR BARRY ABRAHAM IS ELECTED TO SERVE AS REPRESENTATIVE ON THE POLICE LIASON GROUP.

**13/178. Wootton Fairway Association.**

RESOLVED – THAT COUNCILLOR PETER MUNDELL AND EDWARD GILES ARE ELECTED TO SERVE ON THE WOOTTON FAIRWAY ASSOCIATION.

**13/179. Arreton Charity Trust.**

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

**13/180. Island Waste Advisory Group.**

RESOLVED – THAT COUNCILLOR BRIAN BALLARD IS ELECTED TO SERVE ON THE ISLAND WASTE ADVISORY GROUP.

Continued ....

**13/181. Dog Warden Liaison Group.**

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

**13/182. Wight in Bloom.**

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

**13/183. Any other Representatives.**

No other representatives were needed at this time.

8. MINUTES OF THE MEETING HELD ON 16 APRIL 2013

**13/184. Minutes of the Meeting held on 16 April 2013.**

RESOLVED – THAT THE MINUTES OF THE MEETING HELD ON 16 APRIL 2013 BE APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN.

9. REQUESTS FOR DISPENSATION OF A DISCLOSABLE PECUNIARY INTEREST

**13/185.** No requests for dispensation of a Disclosable Pecuniary Interest had been received.

10. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS.

**13/186.** No Declarations of a Pecuniary or non-Pecuniary Interest had been received.

11. MATTERS ARISING.

Progress reports only.

**13/187. Unsightly Banners in the Village** (Minute 13/139).

The Clerk had contacted Chris Howell, new Manager at Tesco Express. He was very helpful and will review banners outside the store and monitor how long they stay up.

**13/188. Woodhouse Copse** (13/142).

The Clerk had requested an update from the Enforcement Officer and will chase this again for the next meeting.

**13/189. Ash Farm, Upper Woodside Road** (Minute 13/144)

The Enforcement was seeking further advice from the senior officer as to whether it is expedient to pursue further prosecution proceedings. The Clerk will chase for an update for the next meeting.

**13/190. Dogs on the Recreation Ground** (Minute 13/154).

The Clerk had contacted Came & Co about the Parish Council's position regarding insurance if they take on a volunteer dog warden or a paid retainer. Employer's Liability, Personal Accident and Public Liability cover will be provided as long as a risk assessment is completed in writing and kept on the Parish Council's records. The appointed person needs to be considered competent to carry out the tasks and they must have access to the correct tools as well as suitable clothing/protective equipment.

RESOLVED – THAT THE CLERK WOULD COMPLETE A RISK ASSESSMENT FOR A VOLUNTEER DOG WARDEN AND THEN ADVERTISE THE POSITION IN THE BRIDGE AND ON THE VILAGE NOTICEBOARD AND WEBSITE.

- THAT ONCE A SUITABLE PERSON IS APPOINTED, PROTECTIVE TOOLS AND CLOTHING WILL BE PURCHASED.

**13/191. Litter Bins** (Minute 13/157)

The Clerk had made contact with Stuart Marlton (superintendent at Island Roads) to request litter bins be put in at the bus stop opposite the Spar Shop and also at the bus stop outside Tesco Express. Mr Marlton is looking into the procedure for this now that Island Roads have responsibility for litter bins.

**13/192. Dog Bin – Footpath to Woodside Beach** (Minute 12/147)

The Clerk had been made aware that a bin was still awaited at the top of the footpath at the side of the Darwins site to Woodside Beach. The Isle of Wight Council had been in the process of moving one of the bins in Park Road to the footpath to Woodside Beach. The Clerk was already in the process of chasing this up.

**13/193. Community Flower Festival – St Mark’s Church** (Minute 13/161).

The theme of the flower arrangement for the Community Flower Festival will be the Community Bus. A member of the Village Partnership had agreed to assist the Clerk with the arrangement. Revd. Kath Abbot has sent an email to say that money raised at the Flower Festival ought to go towards a community project and is looking for ideas, with one suggestion being towards the Christmas community events, which the Parish Council were in agreement with, unless there are any further ideas that come forward.

**13/194. Commemorative Plaque**

The plaque in front of the tree planted for the Queen’s Diamond Jubilee had been damaged. The Clerk will arrange for a replacement.

12. PLANNING APPLICATIONS.

To comment on the following applications:-

**13/195.** P/00291/13 TCP/31145/C

Creek Gardens, New Road, Wootton Bridge

Removal of condition no. 1 on P/00086/05 – TCP/01081/W which restricts units to holiday use only.

RESOLVED – THAT THE PARISH COUNCIL OBJECTED TO APPLICATION P/00291/13 TCP/31145/C ON THE FOLLOWING GROUNDS:-

- i) the specification of the properties means that they are not suitable for year round use.
- ii) the initial planning permission was only granted as the properties were to be used for holiday accommodation.

**13/196. Decisions.**

P/00207/13 – Refused (6 Brannon Way)

P/00219/13 - Approved (Charmansa, 75 Church Road)

P/00244/13 –Approved (Charmansa, 75 Church Road)

P/00190/13 – Approved (Land to the west of Westwood Cottage, Brocks Copse Road)

P/00273/13 – Approved (81 Station Road, Wootton Bridge)

P/00296/13 – Approved (41 High Street, Wootton Bridge)

P/00283/13 – Refused (48 St Edmunds Walk, Wootton Bridge)

P/00249/13 – Refused – (87 St Edmunds Walk, Wootton Bridge)

**13/197. Tree Preservation Orders**

TPO/2011/02 – Woodside House, Woodside Road

TPO/1990/37 – Oak Cliff Place, Woodside Road

TPO/1995/15 – Cranbrook, 104 High Street

TPO/2005/31 – Woodside Bay Holiday Village, New Road

13. MARY ROSE AVENUE

**13/198. To consider how to address the issue of speeding in Mary Rose Avenue**

Councillor Pitcher had undertaken a survey in Mary Rose Avenue. A list of options were given as to what residents felt would improve the situation, with the overwhelming majority feeling that 20 m.p.h. would be the best solution. More appropriate parking was also mentioned, with cars protruding into the carriageway actually being illegal. Another suggestion was for traffic lights in Mary Rose Avenue as this would not only slow traffic down but make rat running less attractive. Parking at the top of Fernside Way is also a concern, with a request made for yellow lines by a member of the public. This had improved after PC Massey spoke to the owners of the parked vehicles but it has now become an issue again. Councillor Giles stated that this is on the list of things Island Roads will be looking at, possibly at the early part of next year. Councillor Pitcher stated that the introduction of 20 mph on side roads is in the new Independent Council’s manifesto and he will liaise with the new leader and push for this to be as high up the list as possible.

Councillor Doran recalled that the policy of the previous Parish Council was for 20 mph on both sides of the High Street, with there being a need for the Parish Council to reaffirm this policy. Councillor Doran had also been asked to speak on this issue by Rex Goldsmith who, together with Councillor Doran and a number of other residents from Mary Rose Avenue, had got as far as going on a course to hold hand held speed guns but these were deemed inaccurate below 30 mph. Councillor Doran hoped this situation had moved on, with training taking place on the Community Speed Watch which he would be happy to do. Positioning of speed strips was discussed as well as a request for a letter to be sent to the Isle of Wight Council who had been in the Press and on TV about being one of the areas in the country to have a 20 mph speed limit. A member of the public

queried if anything will be done before someone gets killed. Exiting Mary Rose Avenue into the High Street is another area of concern, and it was felt that the new doctors surgery will make the whole situation with Mary Rose Avenue worse.

RESOLVED – THAT THE PARISH COUNCIL IS COMMITTED TO TRYING TO RESOLVE THE SPEEDING ISSUES IN MARY ROSE AVENUE AND WILL KEEP THIS ON THE AGENDA.

- THAT THE CLERK WILL APPROACH THE NEW POLICE OFFICERS FOR THE VILLAGE TO REQUEST THEY REINFORCE THE NEED TO PARK RESPONSIBLY TO THE OWNERS OF CARS AT THE TOP OF FERNSIDE WAY.

14. POLICING IN THE VILLAGE

**13/199. To discuss the lack of visible Policing in the village.**

The Parish Council had been informed that there will be two beat officers for Wootton Bridge; PC Carolyn Whiteman will be sharing the role with PC Lesley Metcalfe. This should help with all aspects of Safer Neighbourhood Team work and attending meetings. It was hoped that a minimum of quarterly attendance at Parish Council meetings could be achieved.

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

**13/200. Report by Local Member.**

Councillor Pitcher thanked Councillor Barry Abraham for his hard work as the outgoing Local Member. Councillor Pitcher and Councillor Abraham will work together to ensure a smooth handover. Until the new Council is formed on the evening of 15 May 2013, Councillor Pitcher was unable to provide a full report but he will push issues raised after this time, particularly in respect of the Doctors Surgery. Councillor Pitcher was requested to prepare written reports for future Parish Council Meetings which he was happy to provide. He will also be starting a monthly surgery once a month in the Parish Council office.

16. YOUNG PEOPLE'S REQUIREMENTS IN THE VILLAGE

**13/201. To discuss youth issues in the village.**

Four computers or laptops are going to be provided by the Isle of Wight Council to the Wootton Bridge Youth Service. They will also provide broadband, which the Parish Council will need to take over on completion of the lease. The Chair had received an enquiry about youth football in the village, which may come up at a future meeting.

**13/202. To look at the progress made with taking on the Old School Building in New Road as a community asset.**

Councillor Ballard reported that the five year lease negotiated with the Isle of Wight Council is on hold at the moment due to the change of Council. This may also affect the match funding that had been allocated. It is hoped that this will only be a short term delay. Quotations had been sought for work at the old school but nothing can start until the lease is sorted out, with the hoped for takeover date of 1<sup>st</sup> June 2013 now being highly unlikely.

17. MODEL PUBLICATION SCHEME ANNUAL REVIEW

**13/203. To reaffirm the adoption of the Model Publication Scheme**

Members were reminded that the Parish Council adopted the new Model Publication Scheme in November 2008. 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.

18. GENERAL POWER OF COMPETENCE

**13/204. To reaffirm the eligibility of the Parish Council to use the General Power of Competence.**

The Parish Council resolved to use the General Power of Competence on 16 October 2012. Eligibility for this has to be confirmed at the first Annual Meeting of the Parish Council after an ordinary Election. Two thirds of Councillors must be elected and the Clerk must be qualified.

RESOLVED – THAT THE PARISH COUNCIL RE-CONFIRMED ITS ELIBILITY TO USE THE GENERAL POWER OF COMPETENCE FOLLOWING THE ORDINARY ELECTION ON 2 MAY 2013.

19. PARISH COUNCILLOR AREAS OF RESPONSIBILITY

**13/205. To review and agree each Councillor's area of responsibility.**

The Clerk explained that the Parish Council needs to review the effectiveness of areas of responsibility and discuss any proposed changes.

RESOLVED – THAT PARISH COUNCILLOR AREAS OF RESPONSIBILITY WILL BE PLACED ON THE JUNE AGENDA.

- THAT THE CLERK WILL EMAIL EXISTING AREAS OF RESPONSIBILITY TO COUNCILLORS PRIOR TO THE NEXT MEETING.

20. HIGHWAY MATTERS

**To discuss any outstanding Highway issues.**

**13/206.** No highway matters were raised other than those raised in Item 13.

21. COMMITTEES AND MEETINGS.

To report on the following meetings:-

**13/207. IWALC Executive.**

Councillor Doran reported the Police Commissioner for Hampshire will be coming to the meeting at the Riverside Centre on 16 May 2013. This is a meeting open to all Councillors and Clerks. There is another meeting on 21 May 2013 at the Riverside Centre, when ideas are going to be gathered for the Centenary to commemorate the start of the First World War.

**13/208. Social Committee – Village Partnership**

The Social Committee for Party in the Park had met on the evening of Monday 29 April 2013.

Assistance was requested with marshaling from Councillors and Members of the public, with offers of help coming forward. The next Village Partnership Meeting is on 28<sup>th</sup> May 2013.

22. CORRESPONDENCE.

For information only.

**13/209. Island Highway & Transport Consultants**

A letter had been received from Peter Hayward (previous Head of Highways of the IW Council) who, together with a number of other previous senior officers, had launched a new venture to provide professional independent advice and support to Parish Councils on a range of highway and transport matters. They would be pleased to meet with the Parish Council to review local issues and establish where they may be able to help.

**13/210. Victim Support**

Information had been received from Victim Support for Hampshire & the IOW. They are asking for financial support from District, Town and Parish Councils.

RESOLVED – THAT THE PARISH COUNCIL WERE NOT ABLE TO CONSIDER FUNDING FOR VICTIM SUPPORT.

**13/211. Hampshire Association of Local Councils**

Copies of the Hampshire ALC Service Brochure for 2013/14 had been received and were handed out to Councillors at the meeting giving details of their service.

**13/212. Isle of Wight Trust Membership**

The Isle of Wight NHS Trust is applying to become an NHS Foundation Trust. They are recruiting for members, with as much involvement as members feel they can give. Information was available at the Parish Council office.

**13/213. Website Backup**

The Parish Council's current web support provider was offering offsite backup which stores data on their servers. The cheapest option is £9.99 plus VAT per month of £99.99 plus VAT.

RESOLVED – THAT THE PARISH COUNCIL WOULD NOT TAKE ADVANTAGE OF THE WEBSITE BACK UP OFFERED BY THE CURRENT WEB SUPPORT PROVIDER AS ADEQUATE PROVISION HAS ALREADY BEEN MADE.

23. ACCOUNTS.

**13/214. To inform members of the date of the internal audit of the 2012/2013 accounts.**

The internal audit was due to be carried out on 17 May 2013.

Continued .....

**13/215. To receive and approve the 2012/2013 accounts.**

The Accounting Statement had been sent to Councillors with their hard copy of the Minutes.  
RESOLVED – THAT NO MATTERS AROSE WHICH GAVE CAUSE FOR CONCERN ON THE ACCOUNTING STATEMENT, WHICH THE CHAIRMAN AND CLERK DULY SIGNED.

**13/216. To complete the annual governance statement which forms part of the Annual Return Statement for the year end 31 March 2013.**

A copy of the Annual Governance Statement had been sent to Councillors with their hard copy of the Minutes.

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.

**13/217. To inform members of the date of the external audit for the 2012/2013 accounts.**

The external audit of accounts will be held on 18 June 2013. The accounts will be posted first class by 14<sup>th</sup> June 2013 prior to the Clerk going on annual leave.

**13/218. To consider and approve the accounts for payment.**

Members were presented with the accounts for payment.

RESOLVED – THAT THE ACCOUNTS FOR PAYMENT TOTALLING £5,114.10, A COPY OF WHICH FORMS APPENDIX A OF THESE MINUTES, BE PAID.

24. DATE OF THE JUNE 2013 MEETING

**13/219. 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 (11<sup>th</sup> June 2013) to accommodate the Clerk’s annual leave. This had previously been agreed at the December 2012 Parish Council Meeting (Minute No. 12/483).

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

**13/220. Items to be included on the next Agenda.**

- To consider further the issue of speeding in Mary Rose Avenue.
- Parish Council Areas of Responsibility.
- To consider a request to invite the Head Teacher of Wootton Primary School to the next Parish Council Meeting.
- Children’s Play Area at the Recreation Ground. To consider any ideas regarding access to toilet facilities at the Recreation Ground.
- New ferries and impact on traffic. To consider the suggestion made for local councils to get together on issues this may cause.

There being no further business to discuss the meeting closed at 8.40 p.m.

Signed .....

Date .....