

# MILFORD-ON-SEA PARISH COUNCIL

The Old Clock House ~ 22 High Street ~ Milford-on-Sea ~ Hampshire ~ SO41 0QD



## **PARISH COUNCIL MEETING**

### **Annual General Meeting**

**16th May 2011**

Minutes of the **281st** meeting of the Parish Council AGM held **Monday 16<sup>th</sup> May 2011** in the Village Hall at 6.30 p.m.

#### MEMBERS

Mr. Julian Davis	p	Mr. Bob Bishop	p	Mr. Jim Read	p
Mrs. Susan Whitlock	p	Mr. Paul Noble	p	Mrs Sophie Beeton	p
Mr. Chris Willard	p	Mr. Peter Jennions	p	Mr. Ewan Brown	p
Mr David High	p	Mr Gary Watkins	p	Mr. Tony Coleman	p

#### IN ATTENDANCE

Roz Waters (A&T Reporter), Parish Clerk – Keith Metcalf and Asst Parish Clerk – Dinah Le May

The Clerk drew attention of all Councillors to the Model Code of Conduct for members and said that at the Parish Council Annual General Meeting held the 8<sup>th</sup> May 2007 the Council resolved to adopt Item 12 Section (2) where a councillor with a Prejudicial Interest in any business of the authority, may attend a meeting, but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purposes. All Councillors had signed their Declaration of Acceptance of Office to become Parish Councillors to Milford-on-Sea Parish Council prior to the meeting. The Clerk also drew the attention of all councillors to page 4 (Item 10 (1) (Prejudicial Interest generally) and to the Ten General Principles governing their conduct on page 6 of the Model Code. The Clerk also reminded members that they all needed to submit to the Clerk their completed General Registration of Financial and Other Interests within 28 days of signing their Declarations of Acceptance of Office forms. **The following Councillors still need to submit their completed forms to the Clerk: Cllrs. David High, Sue Whitlock and Gary Watkins.**

Cllr Bishop asked for nominations for the first item on the agenda, election of Chairman.

#### **1. Election of Chairman**

Cllr Read Proposed that Cllr Davis be elected Chairman of the Parish Council. Cllr Jennions seconded this proposal. Cllr Bishop asked whether there were any other nominations. There were none. The Chairman was elected unopposed.

It was **RESOLVED** that Cllr Davis be Chairman of the Parish Council.

Cllr Davis thanked members and welcomed new councillors to their positions as Councillors for the next four-year term of office.

#### **2. Chairman's Declaration of Acceptance of Office**

Cllr Davis signed his Declaration of Acceptance of Office as Chairman and the Clerk witnessed the declaration.

#### **3. Election of Vice Chairman**

Cllr Davis Proposed that Cllr Bob Bishop be elected Vice Chairman of the Council. Cllr. Whitlock seconded this proposal. Cllr Davis asked whether there were any other nominations. There were none. The Vice Chairman was elected unopposed.

It was **RESOLVED** that Cllr Bishop be Vice Chairman of the Parish Council.

Cllr Bishop signed his Declaration of Acceptance of Office as Vice Chairman and the Clerk witnessed the declaration.

Cllr Bishop thanked members for their support in electing him Vice Chairman.

**4. Declarations of Interest**

There were none given.

**5. PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**6. Apologies**

There were none.

**7. Regularity of Planning Meetings and (if required) to amend Standing Orders accordingly from Three-weekly meetings to Monthly meetings to correspond with NFDC Development Control meetings held the second Wednesday in each month**

The Clerk confirmed that he had met with NFDC Development Control Manager – David Groom and discussed the regularity of Parish Council Planning Committee meetings and about changing from three-weekly meetings to monthly. Mr Groom said that this would not cause any problems to NFDC. The Clerk said that with immediate effect the Planning Clerk would only include planning applications on the monthly ‘parish list’ once it had been established that our observation to the application would be needed prior to the following planning committee meeting.

Please refer to item 9 of these minutes to see resolution of the Council to adopt new monthly Planning committee dates along with other date amendments.

Cllr Read proposed that the Planning Committee meetings change from three-weekly to monthly meetings and that the Parish Council Standing Order 76 (b) be amended accordingly. Cllr Bishop seconded this proposal.

It was **RESOLVED** that with effect from the 23<sup>rd</sup> May Planning committee meetings onwards, Planning committee meetings would be held monthly and that Item 76 (b) of the **Standing Orders** be amended accordingly.

**8. Members and non-members to serve on Committees and appointment of Portfolio & Project Representatives to Bodies, Groups and Associations:**

Following discussion, Cllr Beeton proposed that members be elected to the committee’s as follows. Cllr. Bishop seconded these proposals:

- a. Planning Committee (11 members and 1 non-member)

It was **RESOLVED** that the following members would form the committee; **Cllrs. Bishop, Beeton, Brown, Coleman, Davis, High, Jennions, Noble, Read, Whitlock and Willard.** Non-member is Cllr Watkins

- b. Finance & General Purpose (F & GP) Committee (11members and 1 non-member)

It was **RESOLVED** that the following members would form the committee; **Cllrs. Bishop, Beeton, Brown, Coleman, Davis, Jennions, Noble, Read, Watkins, Whitlock and Willard.** Non-member is Cllr High

- c. Forward Planning Committee (All members)

It was **RESOLVED** that all twelve members of the Parish Council be elected to the Forward Planning committee.

- d. Proposed Meeting date of Forward Planning meeting (13<sup>th</sup> June 2011 at 6.30pm in the Village Hall)

It was **agreed** that this meeting would be held on 13<sup>th</sup> June 2011 as proposed.

- e. Portfolio Holders & Project Representatives to Bodies and Groups

A full list of proposed projects and appointed representatives was circulated. The list included two new projects, 'Clutter' and Public Open Space – Biodiversity. Cllr Read agreed to take on 'Clutter' as he had been successfully leading the project to reduce clutter along the sea front. Cllrs. Beeton and Bishop asked to be added to the Public Open Space – Biodiversity project representatives list, which would now include, Cllrs Bishop, Beeton, Brown and Willard together with the Clerk.

All other representatives were agreed as per the circulated list, which will be updated and re-circulated to include the above amendments.

## **9. Meeting Dates for all Council Meetings**

A modified list of Council Meeting dates had been circulated to all members, which included the amended dates for monthly Planning committee meetings and some minor alterations to other meetings to accommodate these changes. The Clerk asked that all previous lists be destroyed and diaries altered accordingly.

Cllr Beeton proposed that these dates be adopted. Cllr Bishop seconded this proposal.

It was **RESOLVED** that the updated schedule of meeting dates be approved.

## **10. Meeting Commencement Times**

Following discussion, Cllr Read proposed that meetings continue to start at 6.30pm. Cllr Jennions seconded this proposal.

It was **RESOLVED** that all meetings would continue to commence at **6.30pm** except the public Annual Parish Meeting which would commence at 7.30pm.

## **11. Matters raised by residents at the public Annual Parish Meeting held Tuesday 3<sup>rd</sup> May 2011**

The Clerk said that the following matters were raised at the Annual Parish Meeting (APM) and that answers had been given to them all at the meeting. Resume of Parish Council Election Nominations, Millennium Clock, Sewerage infrastructure, Potholes, Use of 'A' Boards on Highway Footpaths, Affordable Housing, Parking opposite Dentist/Ashton's, Permitted Development, Gravel Extraction and Cyclists in the Pleasure Grounds. All items have been noted in the minutes of the APM.

## **12. Minutes of the Parish Council Meeting held on 28th March 2011**

Cllr Bishop proposed that the minutes be adopted. Cllr. High seconded this proposal.

It was **RESOLVED** that minutes of the Parish Council meeting held 28<sup>th</sup> March 2011 were a true record of the meeting and were duly approved by the members and signed by the Chairman.

## **13. Committee & Other Reports**

- a. **Finance & General Purpose Committee Meeting held on 18th April 2011**

Cllr Bishop dealt with these minutes. Cllr Bishop said that the Council F & GP committee had approved a grant to the Youth Group from the 2010/2011 Community Support budget for £1,000. There were no questions.

- b. **Planning Committee Meetings held on 14th March and 4th & 26th April 2011**

Cllr Jennions and Giles dealt with these minutes. There were no questions.

**14. County & District Councillor Reports**

District Councillors, Kendal and Pemberton and County Cllr Rice were all attending the NFDC AGM, therefore, there were no reports given.

**15. Correspondence**

Cllr Read said that Southern Water had called a public meeting to be held in the Community Centre on the 14<sup>th</sup> July where they would explain to the community what they were planning to do. Cllr Read said that there would be significant disruption to traffic flows, especially along the Keyhaven Road, where much of the upgrade work would be undertaken. Work is due to commence in late August and be completed by the end of March 2012.

**16. Matters for Information:**

Cllr Whitlock expressed continuing concern about the drop in beach levels in front of a number of beach-huts along Hordle Cliff. It was noted that Steve Cook – NFDC Coastal Engineer had circulated information about the difficulties of securing sufficient funds to be able to undertake sustainable repairs. This information had been circulated to all members for information.

There being no further questions, the Chairman thanked everyone for attending and **CLOSED** the meeting at 8.10 pm

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Chairman

Date:.....