MILFORD-ON-SEA PARISH COUNCIL

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

THESE MINUTES WILL BE APPROVED AT THE NEXT FULL PARISH COUNCIL MEETING ON THE 17th OF JUNE 2024.

Minutes of the **425th** meeting of the Parish Council held **Monday 20th May 2024.**
In the Village Hall, Park Road

AGM

MEMBERS

Mr. Bob Bishop	p	Mrs. Christine Hopkins	p	Mrs. Susan Whitlock	p
Mrs. Sue Pepper	p	Mr. Peter Jennions	p	Ms. Anne Cullen	p
Mrs. Patricia Banks	p	Mr. Donald Darbishire	p	Mr. Bernie Bennett	p
Mr. Kenneth Cameron	p	Mr. David Royle	p	Mr. Ian Bliss	p

ALSO IN ATTENDANCE

Graham Wells (Parish Clerk), Roz Waters (Lymington Times),
District Cllrs David Hawkins and Alvin Reid.

Chair of the Parish Council Cllr Cullen welcomed everyone and opened the meeting.

1. **ELECTION OF PARISH COUNCIL CHAIR:**
Prior to the meeting Cllr Cullen had announced she was no longer seeking re-election as Parish Council Chair. There were no other Councillors wishing to stand as Chair.
Cllr Darbishire proposed that Cllr Cullen remain as Chair until the next meeting when a new Chair would be elected for the full year. Cllr Cullen agreed to this arrangement and the proposal was seconded by Cllr Bishop.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Anne Cullen is elected as Chair of the Parish Council until the next full Parish Council meeting due to be held on 17th June 2024.

2. **ELECTION OF PARISH COUNCIL VICE-CHAIR:**
Cllr Cullen nominated Cllr Bennett; Cllr Darbishire seconded this nomination.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Bernie Bennett is elected as Vice-Chair of the Parish Council for 2024/2025.

3. **ELECTION OF CHAIR OF THE PARISH PLANNING COMMITTEE:**
Cllr Royle nominated Cllr Whitlock; Cllr Jennions seconded this nomination.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Susan Whitlock is elected as Chair of the Parish Planning Committee for 2024/2025.

4. **ELECTION OF VICE-CHAIR TO THE PLANNING COMMITTEE:**
Cllr Whitlock nominated Cllr Banks; Cllr Banks declined this nomination.
Cllr Cullen nominated Cllr Hopkins; Cllr Bliss seconded this nomination.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Christine Hopkins is elected as Vice-Chair to the Parish Council Planning Committee for 2024/2025.

5. **ELECTION OF CHAIR TO THE PARISH COUNCIL FINANCE, AUDIT & COMPLIANCE COMMITTEE:**
Cllr Darbishire nominated Cllr Royle; Cllr Whitlock seconded this nomination.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr David Royle is elected as Chair of the Parish Council Finance, Audit and Compliance Committee for 2024/2025.

6. **ELECTION OF VICE CHAIR TO THE FINANCE, AUDIT AND COMPLIENCE COMMITTEE:**
Cllr Bliss nominated Cllr Bishop; Cllr Hopkins seconded this proposal.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Bob Bishop is elected as Vice-Chair to the Parish Council Finance, Audit and Compliance Committee for 2024/2025.

Agenda items 7- 12

Cllr Cullen proposed that the Chair and Vice-Chairs of the Amenities & Woodland, MOS1 Open Space and Tourism Committees remain as they currently are, as these committees had only been formalised in the last year. Cllr Bishop seconded this proposal.
Members voted unanimously in favour.

It was **RESOLVED** that Cllr Donald Darbishire and Cllr Christine Hopkins are Chair and Vice-Chair of the Amenities and Woodland Committee.
It was **RESOLVED** that Cllr Darbishire and Cllr Bennett are Chair and Vice-Chair of the Tourism Committee.
It was **RESOLVED** that Cllr Whitlock and Cllr Darbishire are Chair and Vice-Chair of the MOS1 (Open Space) Committee.

13./14. ELECTION OF CHAIR AND VICE-CHAIR OF THE STAFFING COMMITTEE:

Cllr Cullen suggested that the Chair of the full Parish Council should also be the Chair of the Staffing Committee. However, as no permanent Chair was elected at this meeting the announcement of these positions would not be made until the next full Parish Council meeting.

15. **DECLARATIONS OF INTEREST:** None Received

16. **APOLOGIES:** District Cllr Ward.

17. **PUBLIC PARTICIPATION:** none

18. **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22nd APRIL 2024:**
Cllr Hopkins proposed the minutes be adopted; Cllr Bliss seconded this proposal.
Members voted unanimously in favour.

It was **RESOLVED** that the minutes of the Parish Council meeting held on **22nd April 2024** was a true record of the meeting and were signed by the Chair of the meeting.

18. **FINANCIAL MATTERS**

a) **EXPENDITURE REPORT FOR APRIL 2024:**
Prior to the meeting, the Clerk had circulated copies of the Expenditure Report for the above period and highlighted some stand-alone expenditure items.
Cllr Bishop proposed the expenditure report be approved; Cllr Royle seconded this proposal.
Members voted unanimously in favour that the Expenditure Report is accepted.

It was **RESOLVED** that the Expenditure Report for **April 2024** was a true record of expenditure and was signed by the Chair.

b) INCOME REPORT FOR APRIL 2024:

The Clerk had, prior to the meeting, circulated copies of the Income Report for the above period.
Cllr Royle proposed the income report be approved; Cllr Bishop seconded this proposal.
Members voted unanimously in favour that the Income Report is accepted.

It was **RESOLVED** that the Income Report for **April 2024** was a true record of income and was signed by the Chair.

c) RECONCILED BANK STATEMENTS:

Following advice from the Internal Auditor the monthly bank statements will be signed by the Chair of Finance following a successful bank reconciliation by the Clerk.

d) ANNUAL GOVERNANCE STATEMENT FOR THE 2023/2024 INTERNAL AUDIT:

Prior to the meeting the Clerk had circulated the Governance Statement.
Cllr Bishop proposed approving the Annual Governance Statement. Cllr Bliss seconded the proposal.
Members voted unanimously in favour.

It was **RESOLVED** that the Annual Governance Statement of 2023/2024 was correct and that the Parish Council was adhering to all the requirements within it. The document was signed by the Chair of the meeting and Parish Clerk.

e) ACCOUNTING STATEMENT FOR 2023/2024 AUDIT:

Prior to the meeting the Clerk had circulated the 2023/24 Statement of Accounts.
Cllr Cullen proposed approving the Accounting Statement. Cllr Bishop seconded the proposal.
Members voted unanimously in favour.

It was **RESOLVED** that the Accounting Statement for 2023/2024 was correct and was duly adopted and signed by the Chair of the meeting and Responsible Financial Officer.

f) 2023/2024 YEAR END ACCOUNTS:

Prior to the meeting the Clerk had circulated the Accounts for the year ending 31st March 2024.
Cllr Cullen proposed approving the 2023/24 Year End Accounts. Cllr Hopkins seconded the proposal.
Members voted unanimously in favour.

It was **RESOLVED** that the 2023/2024 Year End Accounts were a true record of financial transactions and were duly signed by the Chair and Responsible Financial Officer.

g) NO CONFLICT-OF-INTEREST CONFIRMATION WITH BDO LLP:

The Chair of the Meeting and the Parish Clerk signed the form confirming that there was no conflict of interest between Milford Parish Council and BDO LLP.
The Clerk agreed to contact NFDC Electoral Services to ascertain if updated Councillor "Conflicts of interest" forms were required.

19. CHAIRS REPORT:

The Chair congratulated District Councillor Hawkins on his recent appointment as leader of New Forest District Council (NFDC).

She reported that a virtual meeting had been held with NFDC's coastal team along with NFDC's portfolio holder. The coastal team had reported that the three recent storms had caused significant damage along the coastline with one tidal surge being the second highest on record.

30 beach huts were due to be removed once permission had been received to access the beach from Paddy's Gap. However, much of the pollutants had already been removed.

Vehicle width along Hurst Spit had been reduced from 7.5 meters to under 4 meters in some parts and work was planned in the autumn to address this.

Temporary repairs had been undertaken to a hole in the sea wall close to the lighthouse restaurant, with a permanent solution likely in the next financial year.

Plans to refurbish the public toilets next to the bowls club are being drawn up and various improvements to the facilities are likely.

Cllr Darbishire suggested that a chemical disposal facility should be included within any new proposals for the toilet block as this would encourage camper vans to park within the car park area and thus produce an income for the District Council.
District Cllr Hawkins agreed to discuss this option with NFDC'S current portfolio Holder Chris Noble.

The Chair reported that work was being undertaken by the Deputy Clerk to improve the Parish Council's website. Contact had been made with several companies to discuss the content and costs of this project.

The Chair reported that a new Financial Regulations Policy had been produced by NALC and that the Clerk and Chair of Finance were looking to incorporate these recommendations into the Parish Council's Financial Regulations Policy and would submit these for approval at a future Parish Council Meeting.

20. <u>THE MEETING HELD AT SCHOLARS RETEAT FIELD REGARDING A SOLAR PANEL PROJECT:</u>
The Clerk reported that the initial meeting held had been very informative but there was a long way to go in the process. It was yet to be determined whether a substation could be connected to the network and planning permission would have to be sought for such a project.
Cllr Pepper reported that the company looking at this project with the Parish Council had been in contact and would be supplying further details shortly.

21. <u>UPDATE FROM THE MEETING WITH NFDC's COASTAL TEAM:</u>
The Chair had covered this in item 20 above.

22. <u>COUNTY & DISTRICT COUNCILLOR REPORTS:</u>
District Cllr Reid reported that committee members had been allocated at NFDC recently.

District Cllr Hawkins reported that it had been a busy time following his selection as leader. He will be discussing the refurbishment of the toilet block with the portfolio holder as mentioned above.

24. <u>COMMITTEE REPORTS:</u>

A. <u>PLANNING COMMITTEE</u>
To receive for adoption the planning minutes from 8th April 2024.
Members voted unanimously in favour of adopting these minutes.

B. <u>FINANCE & FORWARD PLANNING COMMITTEE:</u>
The next finance meeting is scheduled for Tuesday 11th June at 10.30am.

C. <u>AMENITIES, WOODLAND, COASTAL & ENVIRONMENT COMMITTEE:</u>
The next Amenities Committee meeting is scheduled for Tuesday 15th October at 10.30am.

D. <u>TOURISM, TRADERS & TRAFFIC COMMITTEE:</u>
The next meeting to be scheduled for 24th September 2024.

E. <u>MOS1 COMMITTEE:</u>
The next meeting will be held when work on the open space land has progressed further.

25. <u>CORRESPONDENCE:</u>
The Clerk reported that the MCV had decided not to continue extracting and selling logs from the Pleasure Grounds and suggested this could be discussed further at a Woodland or Finance meeting.

26. <u>OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT:</u>
Cllr Bishop suggested reviewing the legislation for using a village green and agreed to obtain further information.

Cllr Cullen suggested sending the owners of Melleford the terms and conditions for placing benches on the Village Green.

Councillors expressed concern that advertising was on the benches on the green used by The Cave and suggested re-wording these.

The Chair thanked everyone for attending and **CLOSED** the meeting at 7.50pm.

……………………………. Chair

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