

# MILFORD-ON-SEA PARISH COUNCIL

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



**THESE MINUTES WILL BE APPROVED AT THE NEXT FULL PARISH COUNCIL MEETING ON THE 20<sup>th</sup> OF OCTOBER 2025.**

Minutes of the 440<sup>th</sup> meeting of the Parish Council held on **Monday 15<sup>th</sup> of September 2025**.  
In the Village Hall, Park Road

**MEMBERS (P = present)**

Mr. Bob Bishop	P	Mrs. Susan Pepper	P	Mrs. Lynn Wylde	P
Mrs. Christine Hopkins	P	Mr. Gary Fox	P	Ms. Anne Cullen	
Mrs. Patricia Banks	P	Mr. Donald Darbshire		Mr. Bernard Bennett	P
Ms. Helen Rutherford	P	Mr. David Royle		Mr. Ian Bliss	P

**ALSO, IN ATTENDANCE**

Graham Wells (Parish Clerk), Roz Waters (Lymington Times)  
and one member of the public.

Parish Chair, Cllr Bernard Bennett welcomed everyone and opened the meeting.

**1. DECLARATIONS OF INTEREST:** None.

**2. APOLOGIES:** Cllr's Cullen, Royle and Darbshire. County Cllr Carpenter. District Cllrs Ward & Hawkins and Reid.

**3. PUBLIC PARTICIPATION:** None.

**4. THE CO-OPTION OF NEW PARISH COUNCILLORS:**

Cllr Bennett reported that interviews had taken place by three Councillors and the Parish Clerk and this interview panel were recommending that Helen Rutherford and Lynn Wylde be co-opted onto Milford-on-Sea Parish Council.

Cllr Bishop proposed co-opting both applicants; Cllr Bliss seconded this proposal. Members voted unanimously in favour.

It was **RESOLVED** that Helen Rutherford and Lynn Wylde are co-opted onto Milford-on-Sea Parish Council. They both signed their declaration of office and became members with immediate effect.

**5. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> JULY 2025:**

Cllr Banks proposed the minutes be adopted; Cllr Pepper seconded this proposal.  
Members voted unanimously in favour.

It was **RESOLVED** that the minutes of the Parish Council meeting held on **21<sup>st</sup> July** was a true record of the meeting and were signed by the Chair of the meeting.

**6. FINANCIAL MATTERS:**

**a) EXPENDITURE REPORT FOR JULY AND AUGUST 2025:**

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 Hopkins seconded this proposal.

Members voted unanimously in favour that the Expenditure Report is accepted.

It was **RESOLVED** that the Expenditure Report for **July and August 2025** was a true record of expenditure and was signed by the Chair.

b) **INCOME REPORT FOR JULY AND AUGUST 2025:**

The Clerk had, prior to the meeting, circulated copies of the Income Report for the above period.

Cllr Bishop proposed the income report be approved; Cllr Bliss seconded this proposal.

Members voted unanimously in favour that the Income Report is accepted.

It was **RESOLVED** that the Income Report for **July and August 2025** was a true record of income and was signed by the Chair.

c) **RECONCILED BANK STATEMENT:**

The bank statements for July and August were circulated to all members.

d) **THE FIRST QUARTERS EXPENDITURE ITEMS OVER £500:**

Prior to the meeting the Clerk had circulated the list of expenditure items over £500

Cllr Bliss proposed adopting the £500 expenditure list; Cllr Bishop seconded this proposal.

Members voted unanimously in favour.

It was **RESOLVED** that the first financial quarter report of items purchased of £500 was a true record and was signed by the Chair.

e) **THE ANNUAL PARISH COUNCIL INSURANCE RENEWAL POLICY:**

Prior to the meeting the Clerk had circulated the annual insurance details and cost.

Cllr Banks proposed renewing the policy; Cllr Bishop seconded this proposal.

Members voted unanimously in favour.

It was **RESOLVED** that the annual insurance be renewed on 1<sup>st</sup> October with Hiscox renewal the first financial quarter report of items purchased of £500 was a true record and was signed by the Chair.

**7. CHAIRS REPORT:**

The Parish Council Chair reported that he had been involved with the interviews to co-opt the two new Councillors and welcomed them both to their first meeting. He had been instrumental in purchasing and setting up the new laptop and projector. He reported that the new website was now up and running. The Parish Council thanked the two Clerks for their work on this project.

**8. ITEMS ARRISING OR OUTSTANDING FROM THE PARISH TASK LIST:**

The Chair reported that the laptop, website and bowls club lease were now all complete.

Cllr Pepper suggested some planting be undertaken to prevent children from entering the drainage pipe at The Swifts. The Clerk confirmed that he had written to Pennyfarthing Homes on this matter several months ago. Cllr Fox suggested the liability was now firmly in their court. The Clerk agreed to write to Pennyfarthing Homes again reiterating the Parish Council's concerns

It was agreed at a previous Parish Council meeting to undertake some work to the top part of the path leading from Grebe Close to Sturt Pond Close in the Autumn.

**9. THE INTERNAL AUDIT REPORT LETTER FOR COUNCIL 2024-2025:**

The Clerk reported that all items suggested by the Internal Auditor had been actioned and that when everything was updated on the new website, he would be inviting the Internal Auditor to review the site to ensure all the information on it met the new requirements.

Cllr Fox suggested a more formal report on actions taken be produced in the future.

Cllr Hopkins proposed to acknowledge receipt of the report. Cllr Fox seconded this proposal.

It was **RESOLVED** that Milford-on-Sea's Full Parish Council were in receipt of the Internal Auditors report which included recommendations to be actioned.

#### **10. MILFORD-ON-SEA's IT POLICY:**

Prior to the meeting the IT Policy had been circulated. Cllr Fox suggested further amendments could be added to provide better clarity and agreed to undertake some recommendation so the policy could be formally agreed at the next Parish Council meeting.

#### **11. REPORTS FROM COUNCILLORS WHO HAVE ATTENDED EXTERNAL MEETINGS:**

Cllr Banks, Pepper and Hopkins all reported that they had attended the meeting launching the NFDC lottery and all found it a little confusing.

Cllr Banks, Cllr Pepper and the Clerk had attended the quarterly coastal briefing.

The Clerk reported that 43 beach huts had been removed with several of them being reused by their owner. Also that funding had become available to undertake work on Hurst Spit which should take place during October. Further funding for future years was also secured, but the scope of this work would depend on any further storm damage.

The Christchurch Pay and Lymington to Hurst projects were moving at a pace with lots of meeting and public engagement.

The Clerk report that earlier that day a meeting of all District Clerks and NFDC Chief Executive Kate Ryan had taken place. He reported that discussions had centered around government reorganisation and the timeline of change, which was available on NFDC's website. Also, NFDC were working on the new local plan with more detailed information becoming available during the winter months.

NFDC were also collating a digital record of all their land, building and other assets with a view to dispersing these at a future date.

#### **12. ALLOWING DOGS TO WALK THROUGH THE COMMUNITY MEADOW:**

Cllr Pepper reported that no dogs had been allowed in the Southern section of the Community Meadow.

However, since the Parish Council had purchased the northern section there was more call for owners with their dogs to be able to walk through the entire meadow.

Cllr Pepper proposed allowing dogs into the meadow as long as they were on a lead and to trial this for a 6–12-month period. Cllr Hopkins seconded this proposal. Members voted in favour.

It was **RESOLVED** to trial for a 6–12-month period, that dogs be allowed onto the Community Meadow if they were kept on a lead.

#### **13. THE PURCHASE OF REPLACEMENT PLAY PARK EQUIPMENT AT CARRINGTON LANE PLAY PARK:**

Prior to the meeting the clerk had circulated a RoSPA report suggesting that the wooden legs on two swing sets were in danger of failing. He also had circulated several options and costs to replace the swings.

Cllr Pepper proposed accepting the quote and equipment suggestion from Wicksteed; Cllr Hopkins seconded this proposal. Members voted unanimously in favour.

It was **RESOLVED** that the toddler swings at Carrington Lane Play Park be replaced and that the larger swings be removed and replaced with a different piece of equipment and that the quote and design offered by Wicksteed be accepted and paid from Capital Funds.

#### **14. WHETHER TO GIVE OR SELL THE TURF GROOMER TO MILFORD YOUTH FOOTBALL CLUB:**

Cllr Bennett suggested that there was merit with both these options. Cllr Banks suggested if by donating the Turf Groomer it could be seen as a grant and therefore unlikely that the Parish Council would consider any further funding in the current financial year.

Cllr Bishop proposed donating the Turf Groomer, Cllr Bliss seconded this proposal. Members voted four (4) in favour and five (5) abstentions.

It was **RESOLVED** that the Turf Groomer be donated to the Youth Football Club.

**15. AN UPDATE ON THE REPLACEMENT OF WASTE BINS:**

Prior to the meeting the Clerk had circulated a report outlining the requirement to replace the current waste bins on Parish Council land with larger bins that could be collected less frequently and located in areas that are easier to access. The report also included the cost of purchasing new bins as well as the cost of collection for 2026/27 if no bins were replaced. The report concluded that there would be a saving of approx. £11,000 if the Parish were to replace the bins as suggested.

Cllr Banks proposed replacing all the waste bins on Parish land, as well as in All Saints Churchyard, as suggested in the report. Cllr Pepper seconded this proposal. Members voted unanimously in favour.

It was **RESOLVED** that all the waste bins on Parish Council land be replaced with larger more efficient waste bins and would include the waste bin located in All Saints Churchyard.

**16. STALLS ON THE VILLAGE GREEN DURING THE MUSIC FESTIVAL:**

The Parish Council suggested that the Tourism Committee produce a report and recommendation on whether and why local businesses should be given exclusivity to trade on the village green during the music festival. The Full Parish Council would then make the final decision.

**17. COUNTY AND DISTRICT COUNCILLOR REPORTS:**

There were no County or District Councillors available for the meeting and no prior reports had been received.

**18. COMMITTEE REPORTS:**

**A. PLANNING COMMITTEE**

To receive the planning minutes from **4th August 2025** for adoption.  
Members voted unanimously in favour of adopting these minutes.

**B. FINANCE & FORWARD PLANNING COMMITTEE:**

The next meeting is scheduled for **Monday 24<sup>th</sup> November 2025 at 10.30am**.

**C. AMENITIES, WOODLAND, COASTAL & ENVIRONMENT COMMITTEE:**

The next meeting is scheduled for **Tuesday 14<sup>th</sup> October 2025 at 10.30am**.

**D. TOURISM, TRADERS & TRAFFIC COMMITTEE:**

The next meeting is scheduled for **30th September 2025**. It was noted that the meeting would be held in the Village Hall/Library

**E. LOCAL GOVERNMENT REORGANISATION/DEVOLUTION SUB-COMMITTEE:**

A meeting to discuss LGR will be held when further information becomes available.

**19. CORRESPONDENCE:**

The Clerk reported that the lease for the Bowls Club had been finalised. This was signed by a Parish Councillor and witnessed by a member of the public in attendance.

**20. OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT:**

None.

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

..... Chair ..... Date