



NETTLESTONE AND SEAVIEW PARISH COUNCIL

(These Minutes are unconfirmed and are not an official record until signed).

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
held at St Peter's Church, Seaview on Monday 17th May 2021 at 7.00pm

PRESENT: Cllrs Elliott (Chairman), Adams, Ward, and Hardie.

The Chairman welcomed Members and Residents (12)

Prior to the commencement of the meeting, the Chairman asked the public if there were any questions or comments not related to agenda items. Lynn Stack of the Community Partnership brought the member's attention to the strimming of plants and hedgerows behind Solent View Road and Holgate Lane. It was explained that the flora which had been removed plays a key role in the lifecycle of the local ecosystem so she was proposing to act as a coordinator (on behalf of the Community Partnership) with Island Roads and the Rights Of Way team to monitor and advise on suitable management of the pathways in the community. Another resident asked if anyone was aware of the reported sewage discharge along the local coastline – the Clerk was able to share the news that the Environment Agency are conducting an investigation into this as part of a far-reaching examination of pollution in the Solent region.

21/74

Election of Chairman:

The Chairman invited nominations for the post of Chairman for the coming year. Cllr Hardie nominated Cllr Elliott which was seconded by Cllr Ward. There were no further nominations and a vote took place.

Resolved:

Cllr Elliott was declared Chairman and duly signed the Declaration of Acceptance of Office.

21/75

Chairman's initial Address / Comments:

The Chairman thanked the members and stated that he would continue to try and give the public a voice in matters that were of concern to them.

21/76

To Fill Vacancies On The Council By Way of Co-option and to receive the appointed members declarations of acceptance of office.

The Chairman introduced and nominated Roy Colledge, Mark Geernaert-Davies, Melanie Jenkins, Stuart Marlton, Patricia Redpath and Mark Rogers to be co-opted onto the parish council.

Resolved:

Each nominee was seconded and then voted onto the council. The newly elected councillors signed and returned their declarations of acceptance of office to the Clerk during the meeting.

21/77

Election of Vice-Chairman:

Cllr Elliott nominated Cllr Adams for the post of Vice-Chairman which was seconded by Cllr Hardie and agreed by the members.

Resolved:

Cllr Adams was declared Vice-Chairman and duly signed the Declaration of Acceptance of Office

21/78

Apologies for Absence:

The meeting was fully attended.

21/79

Declarations of Personal and Prejudicial Interest:

Cllr Hardie declared an interest in planning application 21/00782/CLEUD.

21/80

To approve the Minutes of the last meeting held on 19th April 2021

Resolved:

The members voted to approve the minutes of the previous meeting and they were duly signed by the Chairman.

21/81

Clerk's Report:

- Kerry Field's Play Area – the area in front of the goalmouth has been re-turfed by Brighstone Landscaping and kept watered by CWC – CWC have also repaired the gate latch at the park, as mentioned at the previous meeting. The oak trees at the back of the area have also been trimmed as per their tree works order.
- The annual internal audit has been completed and signed off by Michael Parsley and has been circulated to all the members in readiness for sending on to the external auditors.
- The Clerk will be taking four days leave from 1st to the 4th June.

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- 21/57 – ACV nomination for Eddington Road Development site – The Isle of Wight Council have written to inform the council that the application has been unsuccessful.

Page 5

- 21/63 – Puckpool Flower Bed – Care In The Garden have been busy establishing the new layout and flowers for the flower bed as agreed at last month's meeting.
- 21/65 – Seagrove Bay Toilets – CWC have been tasked with renovating the paintwork at Seagrove Bay toilet block and are scheduled to begin this week.

Page 6

- 21/71/02 – Seaview High Street Recovery Fund – Cllr Hardie collated a list of desirable changes for the High Street and this was passed on to the IWC Regeneration Team – we await a response.

21/82

Planning:

21/82/01: Delegated decisions, as per list circulated were noted.

21/82/02: The following applications were then considered :

(Closing date for comments 24th May 2021)

i) 21/00699/ARM: Former Harcourt Sands Holiday Park Puckpool Hill Seaview Ryde Isle Of Wight PO33 1PJ

Proposal: Approval of reserved matters on P/00573/15 for appearance and landscaping of second phase of 93 units

Resolved:

The members agreed to object on the grounds that there is insufficient detail in the application to know what is being proposed and that Island Roads have concerns for vehicular and pedestrian safety that need to be addressed.

ii) 21/00782/CLEUD: Langford Fairy Road Seaview, PO34 5HF

Proposal: Lawful Development Certificate for continued use of vehicular access

Resolved:

The members agreed to support the application.

iii) 21/00811/FUL: 5 Horestone Rise Nettlestone Seaview, PO34 5DB

Proposal: Proposed 2 bedroom residential dwelling house to include formation of vehicular access

Resolved

The members agreed to object to this application on the grounds of overdevelopment, being out of keeping and vehicular access - Island Roads state the access is unsatisfactory to serve the proposed development by reason of unacceptable visibility and would therefore

be contrary to Policy DM2 (Design Quality for New Development) of the Isle of Wight Core Strategy.

(Closing date for comments 28th May 2021)

iv) 21/00818/HOU: 20 Horestone Rise, Nettlestone, PO34 5DB

Proposal: Proposed single storey extension on rear elevation; extension at first floor level on front elevation.

Resolved

The members agreed that this application should be supported.

v) 21/00820/HOU: 7 Rowantree Drive, Nettlestone, PO34 5JW

Proposal: Proposed loft conversion including dormer window on rear elevation.

Resolved:

The members agreed that this application should be supported.

(Closing date for comments 7th June 2021)

vi) 21/00868/HOU: Jays Court Esplanade Seaview, PO34 5BW

Proposal: Proposed alterations including cladding, extension at first floor level; new decking and landscaping.

Resolved:

The members agreed that this application should be supported on the condition that the oak tree in the grounds is preserved during the process.

21/82/03: There were no new appeals to note.

21/83

Reports:

21/83/01: I.W. Ward Cllr Adams explained that he had nothing to report yet as he was still taking part in the induction process.

21/83/02: N&SCP: The partnership are about to resume face to face meetings and hope to settle dates for all Summer activities shortly. The Men In Sheds have laid the base for their shed at Seaview Recreation Ground.

21/83/03: Seagrove Pavilion Trust: It was reported that the recent use the pavilion as a polling station for Nettlestone residents had gone well. Multiple user groups started up again in April and September should see the start of the remaining larger groups. The trust is seeking another trustee to join the SPT.

21/83/04: Nettlestone Residents Association:

Cllr Redpath reported that a group of Conservative Party MPs are considering voting against the Government's latest Planning Bill and wondered what position the Island's MP (Bob Seely) was taking on the bill – the Clerk agreed to contact Mr Seely and ask what his position is.

21/83/05: IWALC:

Cllr Adams informed the members that the Public Toilet tax relief has been through the Houses of Parliament and is now awaiting Royal Assent. IWALC is also continuing to investigate the issue of the IWC passing services that had been provided by them onto to Town and Parish Council as there is a perception that residents are being taxed twice for the same service.

21/83/06: Other Reports:

Cllr Hardie reported that the public toilets in the Seaview Hotel are open again.

21/84

To appoint members to committees and working groups:

21/84/01 Planning Sub-Committee:

Resolved: Cllrs Hardie, Geernaert-Davies, Marlton and Redpath.

21/84/02 Appoint Chairman of Planning Sub-Committee

Resolved: Cllrs Adams was elected Chairman of the Planning sub-committee.

21/84/03 Sandlands Allotments Sub-Committee:

Resolved: Cllrs Jenkins, Rogers and Geernaert-Davies.

21/84/04 Finance Working Party

Resolved: Cllrs Tuson and Ward.

21/84/05 Finance Working Party

Resolved: Cllrs Jenkins and Geernaert-Davies.

21/84/06 GDPR Sub-Committee:

Resolved: Cllr Rogers in addition to the Chair and Vice-Chair.

21/85

To appoint representatives to other organisations:

21/85/01 N&SCP

Resolved: Cllr Hardie

21/85/02 Seagrove Pavilion Trust:

Resolved: Cllr Elliott

21/85/03 IWALC:

Resolved: Cllrs Adams and Redpath.

21/85/04 Nettlestone Residents Association

Resolved: Cllr Redpath

21/86

To review the following policies and procedures:

21/86/01 Standing Orders

Resolved: Agreed with a typing correction to line four of item 18.c, i.e. “named be no long heard” changed to “named be no longer heard”.

21/86/02 Financial Regulations

Resolved: Agreed with no amendments

21/86/03 Code of Conduct

Resolved: Agreed with no amendments

21/86/04 Risk Assessment

Resolved: Agreed with no amendments

21/86/05 Asset Register

Resolved: Agreed with no amendments

21/86/06 Grant Awarding Policy

Resolved: Agreed with no amendments

21/86/07 Publication Scheme

Resolved: Agreed with no amendments

21/86/08 Recording of Meetings

Resolved: Agreed with the following amendment.

21/86/09 Complaints Procedure

Resolved: Agreed with no amendments.

21/87

To approve and confirm the Appointment of the Internal Auditor:

Resolved: The members agreed Mr Mike Parsley as the internal auditor for 2021/2022

21/88

Pedestrianisation of The High Street/Esplanade for Summer:

Cllr Elliott expressed his interest in investigating the closure of a specific section of Seaview High Street/Esplanade for the Summer and that he would like to start investigating how businesses in the area felt about it. Other members expressed the opinion that the consultation should have a larger scope that would require further refinement. It was decided that any further investigation of this would be best suited to a working group.

21/89

Kerry Fields Park Fence:

The Clerk presented a quote to replace 39 rotten wooden fence posts at the Kerry Fields play area. Cllr Adams requested that the quote be revised to include concrete rather than wooden posts – the Clerk agreed to request a revised quote.

21/90

Proposed Changes to Maintenance of Sophie Watson's Garden:

Cllr Hardie explained that members of the Community Partnership had been investigating whether there was a way of reducing the amount of grass that was regularly mowed at SWG so that only pathways were kept short. There is also interest in re-positioning/renovating the existing benches. It was decided that a working group would be formed between Cllr Hardie and the partnership members to continue investigating the proposed changes and that the Clerk would arrange for them to meet with the council's gardening contractors on site to brainstorm an approach.

21/91

Puckpool Park Flower Bed:

Care In The Garden have completed the majority of this year's planting at Puckpool Park and are looking for authorization to continue to weed the bed on a monthly basis – this should cost in the region of £50 per month.

Resolved:

The members agreed that Care In The Garden should weed the beds until further notice.

21/92

Correspondence:

21/92/01: The following items were circulated:

Cllr Jordan (Ryde Town Council) – CC to a letter expressing disappointment that Cllr Lilley (IWC and RTC) has been referred to an online portal for reporting planning enforcement challenges, rather than being allowed to register a case personally.

21/92/02: The following items were reported:

Letter from ActionChallenge about the route for this year's event.

IWC – Letter explaining the Eddington Road ACV application was unsuccessful.

21/93

Finances:

21/93/01: The following receipts were noted: -

The clerk circulated a report of the schedule of receipts up to 17-05-2021. Attached to these minutes as Appendix A

21/93/02: The following payments were approved: -

The clerk circulated a report of the schedule of receipts up to 17-05-2021 which the members resolved to approve. Attached to these minutes as Appendix A

21/93/03: Grant Applications: -

There were no new applications this month.

21/93/04: To receive and approve the report of the Internal Auditor:

The Clerk circulated the full and final report of the internal auditor of the financial year ending 31.03.2021. There were no questions and the report was noted. Attached to these minutes as Appendix B

21/93/05: To receive annual accounts for the Pier Road Dinghy Park and Sandlands Allotments

The Clerk circulated the above to the members. Attached to these minutes as Appendix C

21/93/06: To receive details of the Clerk's revised pay scale and annual increment:

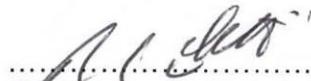
The Clerk informed the members that his pay scale had moved from point 12 to point 13 on the national scale – pro rata at 35 hours per week.

21/94

Information and Report:

Cllr Colledge asked the Clerk if he had been able to contact the IWC Coastal Engineering team about the build up of stones on the Slipway on the Duver – the Clerk is regularly chasing this. Cllr Marlton asked if the council had met with Island Roads at Nettlestone Green to discuss the school parking/traffic issues – the Clerk was able to share that he had been at such a meeting with the school and parking enforcement represented too. Cllr Adams expressed his concern that the traffic on at A3055 by McDonalds had not eased yet. Cllr Ward resigned from the Parish Council, explaining that (amongst other things) he has moved away from the parish and does not think he will be moving back soon as well as multiple business projects taking up his time. Cllr Ward thank the Chairman and Clerk for their cooperation during his tenure.

There being no further business, the meeting was declared closed at 8.30pm.


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Chairman
21st June 2021



NETTLESTONE AND SEAVIEW PARISH COUNCIL
Finance Report 17th May 2021

Receipts

01/04/2021	£33.00	Allotment - Rental
06/04/2021	£110.00	Dinghy Park -Permit
06/04/2021	£1,920.00	Dinghy Park -Permit
06/04/2021	£25.00	Dinghy Park -Permit
07/04/2021	£110.00	Dinghy Park -Permit
07/04/2021	£110.00	Dinghy Park -Permit
08/04/2021	£110.00	Dinghy Park -Permit
08/04/2021	£220.00	Dinghy Park -Permit
09/04/2021	£96,473.00	IWC - Precept
15/04/2021	£110.00	Dinghy Park -Permit
16/04/2021	£110.00	Dinghy Park -Permit
30/04/2021	£0.93	Interest - Nationwide
Total	£99,331.93	

Payments

06/05/2021	£62.86	Innerspaces - Storage
06/05/2021	£393.75	M.Parsley - Internal Audit
06/04/2021	£122.41	SJP - Clerk's Pension
17/05/2021	£1,446.86	B.Jennings - Clerk's Salary

17/05/2021	£330.84	B.Jennings - Clerk's Expenses
17/05/2021	£779.03	Zurich Municipal - Annual Insurance
17/05/2021	£1,142.85	CWC - Cleaning Contract
17/05/2021	£1,260.00	Brighstone Ltd - Kerry Fields Tree Work
17/05/2021	£300.00	Brighstone Ltd - Kerry Fields Ground Repair
17/05/2021	£134.16	Brighstone Ltd - Extra Work
17/05/2021	£27.60	PC Consultants - Website DNS update
17/05/2021	£27.60	PC Consultants - Email Setup
Total	£6,027.96	

MICHAEL PARSLEY

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Report to Nettlestone and Seaview Parish Council on completion of the Internal Audit
 2020/2021.

As in previous years, the number of financial transactions has increased, an ongoing trend due to additional responsibilities being taken up by the Parish Council. The Internal Audit for the financial year 2020/2021 has now been concluded and I confirm that all issues raised have been satisfactorily explained and dealt with by the Clerk whom I wish to thank for his help in enabling the timely completion of the audit. I confirm that the audit has been carried out in accordance with the guidance contained within Section 5 of the Accounts and Audit Regulations 2015 and Section 4 of the Practitioners' Guide 2018/19 (NALC/SLCC).

I am pleased to note that enforcement at the dinghy park is ongoing. A more comprehensive list of checks which have been carried out is shown in the Internal Audit Testing of Key Controls attached.

		Comments
Payments	Cheques	anomalies included in 'discussion' points and corrected
Payments	Invoices	-----do-----
Payments	Minutes	all verified – see above.
Receipts	Vouchers	all verified - see above.
Receipts	Minutes	all verified – see above.
Payments/Receipts schedules		all verified.- see above
Bank Reconciliations	Completed	all verified - monthly and end of year.
Standing Orders		reviewed Minute 20/72/01 - May 2020.
Financial Regulations		reviewed Minute 20/72/02 - May 2020.
Risk Assessment		reviewed Minute 20/72/04 - May 2020.
Code of Conduct		reviewed Minute 20/72/03 – May 2020.
Grant Awarding Policy		reviewed Minute 20/72/06 – May 2020.
Asset Register		reviewed Minute 20/72/05 – May 2020.
Publication Scheme		reviewed Minute 20/72/07 – May 2020.
Recording of Meetings		reviewed Minute 20/72/08 – May 2020. on website
Complaints Procedure		reviewed Minute 20/72/09 – May 2020.
GDPR Privacy Policy		reviewed Minute 20/72/10 – May 2020.
All Policies		To be reviewed throughout the year. Minute 20/73.
Web site		User friendly and up to date
Salary Records		Records verified together with relevant PAYE and NI payments and pension scheme.
Holiday Records		Maintained and up to date.
Finance Working Group		Zoom meeting in December to review financial systems and discuss draft precept. Documents circulated to Members for verification. Minute 20/172.
Accounting - General		Records up to date and receipts and payments reported and approved monthly.
Insurance		Cover exceeds minimum requirement.

MP 05.05.2021



NETTLESTONE AND SEAVIEW PARISH
COUNCIL

INTERNAL AUDIT TESTING OF KEY CONTROLS

Adopted: 21ST March 2016

Parish & Town Councils spend public money and therefore must be fully transparent and accountable for the monies spent. The accounts must be prepared by the Responsible Financial Officer as soon after the 31st March each year and should not be left until the notice is received from the Audit Commission. The annual return presents the income and expenditure against the receipts and payments in conjunction with the adopted financial regulations.

Internal controls are a set of procedures or tests set by the Parish Council to maintain the financial processes and controls as detailed in the Audit and Account regulations. The Internal Audit is carried out by somebody independent and competent who tests the key controls.

Key Controls	Tested
1. Is cash book maintained and up to date?	YES
2. Is cash book arithmetically correct?	YES
3. Is the account book regularly balanced?	YES
4. Is petty cash book maintained and up to date?	N/A.
5. Is petty cash book arithmetically correct?	N/A.
6. Is petty cash book regularly balanced?	N/A.
7. Does the Council have formally adopted standing orders and financial regulations in place?	YES
8. Has a Responsible Financial Officer been appointed, and are the duties clearly defined?	YES
9. Have items above a "de-minimis" amount been competitively purchased?	YES
10. Are payments supported by invoices/receipts, authorised and minuted as appropriate?	YES
11. Is there evidence of VAT being recorded separately, and reclaimed?	YES
12. Are S137 payments recorded separately, and within Parish limits?	YES
13. Do the minutes show any unusual financial activity?	NO
14. Does a scan of the minutes identify any other unusual activity?	NO
15. Is insurance cover adequate and appropriate?	YES
16. Is there evidence of the Council carrying out an annual risk assessment?	YES
17. Are internal financial controls documented and regularly reviewed?	YES
18. Is there evidence of the precept being supported by a budget?	YES

19. Is actual expenditure against the budget regularly reported to the Council?	MONTHLY
20. Are there any significant unexplained variances from budget?	NO
21. Is income properly recorded and promptly banked?	YES
22. Does the precept recorded in the cashbook agree with the IW Council's notification?	YES
23. Are security controls over cash adequate and effective?	YES
24. Are all petty cash transactions recorded and supported by VAT receipts/invoices?	N/A.
25. Is Petty cash expenditure reported to each Council meeting?	N/A.
26. Is petty cash expenditure consistent and reasonable?	N/A.
27. Are the salaries paid in accordance with agreed figures?	YES
28. Is there evidence that all the Council's PAYE & NI obligations are being met?	YES
29. Are any other payments made to the Clerk reasonable and approved by the Council?	YES
30. Does the Council keep a record of all its assets?	YES
31. Is the asset record up to date?	YES
32. Do asset insurance valuations agree with those in the asset register?	YES
33. Is there evidence of regular bank reconciliation for the each cash account?	YES
34. Is there evidence of any unusual or unexplained balancing entries on the cash accounts?	YES
35. Are year-end accounts prepared on the correct accounting basis?	YES
36. Do figures in annual accounts (annual return) agree with the main cash book?	YES
37. Do main account book entries tally with petty cash account book?	YES N/A 
38. If appropriate, have debtors and creditors been recorded properly?	YES
39. Can an audit trail be followed from source to accounts?	YES

Additional comments:

Despite Covid, Finance Working Party
carried out its responsibilities July.
Internal Audit completed annually as agreed by P.C.

Signed:



Dated: 2nd. May 2021

The Internal Audit, as outlined above, will need to be carried out twice a year say, in April and mid financial year.

Following the April Audit a report will have to be made, addressed to Nettlestone and Seaview Parish Council, which should give a fair assessment on all of the above points and your considered opinion as to the accuracy and detail of the accounting. This report will form part of the Annual Return, which the Clerk will make on an annual basis, usually during May/June.



NETTLESTONE AND SEAVIEW PARISH COUNCIL

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Sandlands Allotments Finances

Annual Report

01.04.2020 – 31.03.2021

Number of Allotments = 77 (numbered from 1 to 68b – ranging in area from 2 rods to 8 rods.

Total Rods = 374.5 (1 rod = 5.5 yards)

Current charge (2020/2021) = £4.00 per rod

Total income due if all allotments let for full year = £1,498.00

Deposits collected = 3 x £25 = £75

Total collected, to 31.03.2021 = £1533.00 (1 Vacant Plot) (0 Payments remain outstanding).

(Deposits held = 76 x £25.00 = £1900.00 (all plots awaiting re-letting)

Total Expenditure – 01.04.20 to 31.03.21

Water*	£593.07
Maintenance - Noticeboard	£160.00
2 x Deposit Returned	£50.00
Wasp Nest Removal	£50.00
Plot Clearances	£150.00
Un-cleared Cheque	£12.00
Total	<u>£965.58</u>

* Meter checked regularly by Members of the Allotments Sub-Committee.

Total Income	£	1533.00
Total Expenditure	£	<u>965.58</u>
Balance	£	567.42

B Jennings (End) 01.04.2021



NETTLESTONE AND SEAVIEW PARISH COUNCIL

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Pier Road Dinghy Park Finances Annual Report 01.04.2020 – 31-03-2021

Tariff:

Annual Permit: £110.00

Seasonal Permit £80.00

Kayak £50.00

55 x Annuals (2020/21 Season) = £6050.00

2 X Annuals (2021/22 Season) = £220

8 x Seasonals = £640.00

9 x Kayaks = £450.00

Total Income = **£7360.00**

Total Expenditure – 01.04.20 to 31.03.21

IWC Annual Rent (01.04.2020 – 31.03.2021)	£4,190.82
Waste Removal	£160.00
Printers – Permit Stickers	£78.50
Gate Repair	£340.00
Lock Removal/Replacement	£145.00
Total	£4914.32

Total Income = **£7360.00**

Total Expenditure = **£4914.32**

Balance = **£2445.68**

B Jennings (End) 01.04.2021

