



NETTLESTONE AND SEAVIEW PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

held at St Peter's Church Hall, Seaview on Monday 24th April 2023 at 7pm

PRESENT: Cllrs Elliott (Chair), Adams, Colledge, Redpath, Barry, Marlton, Rogers, Hadfield and Geernaert-Davies.

The Chair welcomed Members (9) and Residents (5).

The Chair invited comments from the public in attendance – there were no comments.

23/49

Chair's Comments:

N/A.

23/50

Apologies for Absence:

Cllr Hardie sent their apologies, which were accepted.

23/51

Declarations of Personal and Prejudicial Interest:

N/A.

23/52

To approve the Minutes of the Previous PC meeting held on the 20th March 2023.

The members voted to approve the minutes of the meeting held on the 20th March 2023.

23/53

Clerk's Report:

The Clerk's report is attached to these minutes as Appendix A.

23/54

Planning:

23/54/01: Delegated decisions as per the list circulated were noted.

23/54/02: Planning Applications:

Application:	Address:	Description:	Resolved:
23/00397/HOU	The Stables Barnsley Farm Bullen Road Nettlestone Isle Of Wight	Demolition of carport; Proposed formation of 2 storey rear/ side extension with dormer, single storey rear extension with living green roof, detached single storey garage with solar PV on roof, infilling of existing garage door and erection of bin and recycling storage, internal alterations, new boundary wall and landscaping.	The Parish Council have adopted a neutral stance on this application.
23/00017/FUL	Grace Church Church Street Seaview Isle Of Wight PO34 5EN	Change of use from Local Community Use (Class F1) to two Dwellinghouses (Class C3) and associated alterations	The Parish Council supports the application
23/00539/HOU & 23/00540/LBC	By The Way Salterns Road Seaview Isle Of Wight PO34 5AH	Demolition (and Listed Building Consent) of single storey rear extension; Proposed single storey rear extension; new rear facing attic dormer window to replace roof window (revised scheme)	The Parish Council supports the application
23/00548/HOU	31 Rowantree Drive Nettlestone Seaview Isle Of Wight PO34 5JP	Removal of large front dormer; proposed replacement 2 dormer windows and roof light on front elevation; extension of porch; alterations to include cladding to front elevation; alterations to rear dormer to form juliet balcony; proposed solar panels to front elevation roof; alterations to roof and window materials	The Parish Council supports the application

23/54/03: Appeals:

N/A

23/55

Reports:

23/55/01: I.W.C Ward Cllr: Cllr Adams informed the meeting that the 'Pennyfeathers' development (in Ryde) had been refused by the IWC Planning Committee and that the Westridge Farm development was going to be reconsidered on the 25th April 2023 – the members confirmed that the Parish Council's position was to object to the application.

23/55/02: N&SCP: Cllr Hardie was away but submitted a report that the Clerk read to the meeting – attached to these minutes as Appendix B.

23/55/03: Seagrove Pavilion Trust: The trustees had met to discuss installing CCTV and after consultation with the police were in the process of producing a relevant GDPR policy; they are also planning events to mark the 10th Anniversary of the Pavilion opening.

23/55/04: Nettlestone Residents Association: Nothing to report.

23/55/05: IWALC: IWALC are running two courses: one course will give insight into dealing with the media and the other will cover a range of issues that Councillors will have found to be challenging once they are established in their role – this will be led by Cllr Redpath.

23/55/06: Others: N/A.

23/56

ROADSIDE INN:

Cllr Redpath reminded the Council that the ACV (Asset of Community Value) designation on the Roadside Inn only had two years of five left to run and that still nothing tangible had happened with the site.

Resolved:

The members decided to form a Working Group to investigate if the Roadside Inn could be brought back to Community use. Cllrs Rogers, Barry, Geernaert-Davies and Redpath will initiate the group and look to expand it with interested members of the Public at the Annual Parish Meeting on the 3rd May 2023.

23/57

NEIGHBOURHOOD PLAN:

Following on from the scoping exercise with TROY Planning, the Council had received an outline of tasks required to produce a Neighbourhood Plan over the next two years and associated costs from TROY Planning – attached to these minutes as Appendix C. The approximate cost will be £40,000 (spread over two years) - £18,000 of these costs should be met via Government grants and the Clerk explained that the Council's budget had been set up to meet costs of £25,000 per year should the grants become unavailable. The Councillors will form a working group to act as a 'steering group' for the two-year duration.

Resolved:

The Council resolved the following:

- 1) To engage TROY Planning to lead the production of the Neighbourhood Plan.
- 2) To submit grant applications as soon as the funding window opens.
- 3) To delegate the authority to pay expenses incurred by the production of the Neighbourhood Plan to the Clerk (up to the defined budget for 2023/24) in consultation with two Councillors.

23/58

BDO LLP CONFLICT OF INTEREST:

The Clerk explained that the Council had been assigned a new external auditor (BDO LLP) and they require their client Councils to sign a declaration that there is no conflict of interest between the Council and BDO LLP. The declaration is attached to these minutes as Appendix D

Resolved:

The Council resolved that it had no conflict of interest with BDO LLP.

23/59

Finances:

23/59/01: The following receipts were noted: -

The Clerk circulated a report of the schedule of receipts up to 31-03-2023. There were no questions or comments. Attached to these minutes as Appendix E.

The signing of the monthly bank reconciliation and statement had been completed by the Chair and Vice Chair prior to the meeting.

23/59/02: The following payments were approved: -

The Clerk circulated a report of the schedule of payments up to 24-04-2023. The members resolved to approve these payments - attached to these minutes as Appendix E

23/59/03: Grant Applications: -

The NaSHers (Nettlestone and Seaview Men in sheds) had submitted a grant to request £1000 in funding towards the building of a store to be used by the Community Partnership (£700 had already been granted by the Council to the

project in the last financial year). Cllrs Rogers and Elliott had declared an interest in the application so abstained from taking part in a vote. Cllr Adams proposed that £300 be granted towards the project but there was no seconder for the motion so it remained unmoved and no grant was awarded. It was requested that a review of the Grant Awarding Policy be added to the agenda for the next meeting.

23/59/04: To following documents for year ending 31.03.2023 were approved:
Balance Sheet, Bank Reconciliation Statement, Receipt and Payment
Summary and supporting statement – attached to these minutes as Appendix
F.

23/60

CLERK'S SALARY:

It was noted that as per the recommendation of the Staffing Committee, the Clerk's Salary moved from SCP 21 to SCP 23 on the national scale.

23/61

COUNCILLOR REPORTS:

Cllrs Marlton and Hadfield reported that some of the temporary safety fencing on Pier Road slipway had fallen down – the Clerk had reported it to the IWC earlier in the day. There was a discussion about the slipway and the negative impact it will have on users of the Dinghy Park (as well as the wider Community), Cllr Adams said that he was constantly requesting updates from the IWC Coastal Engineering team as to the status of the repair and it was still in a surveying stage. The Clerk will put signs on the Dinghy Park gates to inform users of the issue. Cllr Geernaert-Davies reported that he understood tourist accommodation had been built in a back garden on Nettlestone Green without planning permission – Cllr Adams was aware of the construction and has asked IWC Planning Enforcement to investigate. Cllr Redpath reported that the 'R70' footpath sign that points to Holgate Lane from Solent View Road has been knocked out of place – the Clerk will report this to Island Roads.

There being no further business, the meeting was declared closed at 8.45 pm.

.....
Chair
15th May 2023

Nettlestone and Seaview Parish Council - Clerk's Report April 2023

- Reynold's and Read have completed the repair to Seagrove Dell – the work was approved on Health and Safety grounds and cost £542.62 + VAT
- The annual accounts have been completed and handed over to the internal auditor – the AGAR documentation should be ready to sign off during May's meeting.
- 23/45 – the Scribe allotment system has been paid for and work to migrate over the Allotment system should be complete by the end of May.

Nettlestone and Seaview Community Partnership Report – April 2023

The 'Easter Antics' went off well. In spite of the cold weather there were lots of entries in the Easter Bonnet Parade and competition which was judged by this year's Regatta President, Piers Thomas. The egg throwing was as popular as ever with 122 participants. This raised £245, all of which has subsequently been donated to the Island Food Bank. A very successful raffle was also held.

Next event: May Street Fair in Madeira Road.

Then: Coronation street party; Party on the Prom; Village Fete on the recreation ground.

NETTLESTONE & SEAVIEW
NEIGHBOURHOOD PLAN
INDICATIVE PROGRAMME / OUTLINE STAGES AND TASKS

NOTES:

- Approx. 18 month timeline from initial inception through to submission of Plan to IOW Council for examination purposes
- Examination stage may take approx. six months (the overall programme is thus approx. two years)
- Overall programme subject to scope of plan to be determined in stages 1 and 2.
- Timeframe for production of supporting technical studies and other evidence base material subject to confirmation of locality award and focus of plan (as per outcome of stage 1 and 2)
- Regular progress meetings with steering group and with IOW officers to be scheduled.

<i>Task No.</i>	<i>Task outline</i>	<i>Month(s)</i>
Stage 1	Review and Familiarisation	May '23 – July '23
1.1	Locality grant funding / technical support programme	May 2023 (once programme re-opens)
1.2	Site visits / Inception meetings etc	June (work to commence after grant funding awarded so that it can be used to support costs of tasks)
1.3	Initial Local Green Space review	June - July
Stage 2	Consultation Launch Event	July '23 – October '23
2.1	Prepare material	July – August
2.2	Arrange / organise events	August
2.3	Facilitate events	September (to avoid summer holiday period)

Appendix C

2.4	Review and write-up feedback	October
Stage 3	Plan Foundations	October '23 – December '23
3.1	Prepare draft vision and Objectives	October - November
3.2	Prepare initial policy ideas	October – November
3.3	Prepare supporting evidence (to include support packages via Locality programme)	August – December (work on technical support packages is subject to Locality award and available resources, but could potentially commence ahead of Stage 3 beginning)
Stage 4	Informal consultation	December '23 – February '24
4.1	Prepare material (to include engagement with landowners of possible Local Green Space designations)	December
4.2	Arrange / organise events	December
4.3	Facilitate events	January 2024 (to avoid Christmas holiday period)
4.4	Review and write-up feedback	February
Stage 5	Plan Drafting	March '24 – August '24
5.1	Prepare draft Plan	March
5.2	Share with IoW Council for comment and update	April – May

Appendix C

5.3	Screen Plan for SEA (to be undertaken by IoW Council) Note that overall process may take around three months, to allow IoW to prepare SEA Screening report, engage with statutory consultees (for a minimum five week period), and then review and update the report.	June - August
Stage 6	Formal Consultation ('Regulation 14' stage)	August '24 – November '24
6.1	Prepare material	August (material can be prepared in parallel to the SEA Screening process)
6.2	Arrange / organise events	August (as above)
6.3	Facilitate events	September – October (this stage of consultation to run for a minimum of six weeks)
6.4	Review and write-up feedback	November
Stage 7	Prepare Submission Material	December '24 – January '25
7.1	Prepare updated Plan	December – January 2025
7.2	Prepare Basic Conditions Statement	January
7.3	Prepare Consultation Statement	December - January
7.4	Finalise supporting submission material	December – January
7.5	Submit Plan to IoW Council	January
Stage 8	Examination support	January '25 – May '25
8.1	Help select Examiner	February
8.2	Review representations and Respond to Examiners clarification questions	March

Appendix C

8.3	Review and comment on Examiners draft 'Fact Check' Report	April
8.4	Make modifications to Plan based on Examiners Report	May

Appendix D

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Nettlestone and Seaview Parish Council
---------------------------	--

☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
24.04.23	23/58

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

20 April 2023 (2022-2023)

Nettlestone and Seaview Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
90 Other	03/03/2023		Current Account		VAT Reclaim	HMRC	E	7,499.24		7,499.24
91 Dinghy Park	14/03/2023		Current Account		Dinghy Park Permits	Dinghy Park	E	120.00		120.00
92 Dinghy Park	20/03/2023		Current Account		Dinghy Park Permits	Dinghy Park	E	120.00		120.00
93 Dinghy Park	20/03/2023		Current Account		Dinghy Park Permits	Dinghy Park	E	120.00		120.00
94 Dinghy Park	27/03/2023		Current Account		Dinghy Park Permits	Dinghy Park	E	210.00		210.00
95 Dinghy Park	31/03/2023		Current Account		Dinghy Park Permits	Dinghy Park	E	120.00		120.00
96 Interest	31/03/2023		Nationwide Business		Interest	Nationwide Building Society	E	34.82		34.82
Total								8,224.06		8,224.06

Nettlestone and Seaview Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
184	Salary (Inc Tax, N.I and	02/03/2023		Current Account		PC Pension Contribution	SJP	E	159.46		159.46
183	Grants	31/03/2023	23/47/03	Current Account		Grant	Nettlestone Primary	X	100.00		100.00
Total									259.46		259.46

Nettlestone and Seaview Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Storage	03/04/2023		Current Account		Document Storage	InnerSpaces	X	60.88	9.18	70.06
2	Website	03/04/2023		Current Account		Website Support/Upgrade	NetWise	S	330.00	66.00	396.00
4	Admin Expenses	18/04/2023		Current Account		Clerk's Expenses	B.Jennings	X	53.17	8.18	61.35
7	Admin Expenses	18/04/2023		Current Account		Payroll Services	Diane Malley	E	120.00		120.00
5	Grounds Maintenance	18/04/2023		Current Account		Ground Maintenance	Brighstone Landscaping	S	1,368.76	273.75	1,642.51
10	Grounds Maintenance	18/04/2023		Current Account		Ground Maintenance	Brighstone Landscaping	S	615.00	123.00	738.00
6	Allotments	18/04/2023	23/45	Current Account		Scribe Allotments	Scribe 2000	S	545.00	109.00	654.00
9	Beach Cleaning / Awards	18/04/2023	23/10	Current Account		Beach Awards	Keep Britain Tidy	E	1,399.20		1,399.20
3	Salary (Inc Tax, N.I and	18/04/2023		Current Account		Clerk's Salary	B.Jennings	E	1,856.52		1,856.52
8	Bins (Street Furniture)	18/04/2023		Current Account		Signpost Installation	Biltmore Printers	S	45.00	9.00	54.00
13	Dinghy Park	20/04/2023		Current Account		Dinghy Park Permit	Dinghy Park	E	35.00		35.00
11	Storage	20/04/2023		Current Account		Document Storage	InnerSpaces	X	60.88	9.18	70.06
12	Bins (Street Furniture)	20/04/2023		Current Account		Dog Bin	Onward Waste	S	96.00	19.20	115.20
14	Grounds Maintenance	21/04/2023		Current Account		Ground Maintenance	Reynolds & Read	S	542.62	108.52	651.14
Total									7,128.03	735.01	7,863.04

NETTLESTONE AND SEAVIEW PARISH COUNCIL**BALANCE SHEET AS AT 31ST MARCH 2023**

2021-2022		2022-2023
£	LONG TERM ASSETS	£
0	Long Term Investments	0
	CURRENT ASSETS	
73,083	Cash at bank	55,447
0	Cash in Hand	0
73,083	TOTAL ASSETS	55,447
	CURRENT LIABILITIES	
0	Creditors	0
0	LONG TERM LIABILITIES	0
73,083	NET ASSETS	55,447
	REPRESENTED BY	
0	Capital Fund	0
45,570	General Reserve at 01.04.2022	73,083
<u>27,513</u>	Net Income (Expenditure)	(17,636)
<u>73,083</u>	TOTAL RESERVES	<u>55,447</u>

The above statement represents the financial position of the authority as at 31st March 2023 and reflects its receipts and payments during the year.

APPROVED BY COUNCIL.....MINUTE NO.....

Signed
Chair
Date: 24th April 2023

Signed
Responsible Financial Officer
Date: 24th April 2023

Bank reconciliation - Template

This reconciliation should include all bank and building society accounts, including short term investment accounts.

It must agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR - and will also agree to Box 7 where the accounts are prepared on a receipts basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:	Nettlestone and Seaview parish Council		
County area (local councils and parish meetings only):	Isle of Wight		
Financial year ending 31 March 2023			
Prepared by (Name and Role):	Brian Jennings - RFO		
Date:	31/03/2023		
		£	£
Balance per bank statements as at 31/3/23:			
	Lloyds Bank - Current Account	22,607.2	
	Nationwide Savings Account	32,839.5	
			55,446.7
Petty cash float (if applicable)		n/a	-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)	n/a	0.00	-
Add: any un-banked cash as at 31/3/23	n/a	-	
			-
Net balances as at 31/3/23			55,446.7

NETTLESTONE AND SEAVIEW PARISH COUNCIL
SUMMARY OF RECEIPT AND PAYMENT ACCOUNT YEAR ENDED
31ST MARCH 2023

<u>2021/2022</u>		<u>2022/2023</u>
£	<u>RECEIPTS</u>	£
96,473	Precept	77,932
7,850	Dinghy Park	7,211
11.33	Bank Interest	177.87
1,760.00	Allotments	1,608.00
2461.75	Sundry Receipts:	111.18
6,049.65	V.A.T Refund	7,499.24
114,606	<u>TOTAL INCOME</u>	94,539
£	<u>EXPENDITURE</u>	£
23,774	Salary	31,006
6,222	Admin Expenses Inc Training	5,687
3,877	Dinghy Park	16,505
15,208	Land Maintenance/Grass Cutting	8,921
690	Grants	2885
633	Allotments	991
2,547	Christmas Trees	3,396
36	Election Expenses	0
1,328	Newsletter	1,062
923	Litter Bins/Street Furniture	968
22,998	Public Park & Conveniences	22,609
755	Annual Tree Safety Survey	825
0	Beach Cleaning / Awards	1060
0	Neighbourhood Plan	500
24	Professional Services	2915
677	Storage	791
222	Website	300
779	Insurance	800
192	Section 137	150
6,221	VAT on expenditure	<u>10,804</u>
87,093	<u>TOTAL EXPENDITURE</u>	112,175
27,513	<u>NET INCOME (EXPENDITURE)</u>	(17,636)

Signed.....
Chair
24th April 2023

Signed.....
Responsible Financial Officer
24th April 2023

NETTLESTONE AND SEAVIEW PARISH COUNCIL

SUPPORTING STATEMENT/NOTES ATTACHED TO R & P ACCOUNT

YEAR ENDING 31ST MARCH 2023

ASSETS

The Council owns the Freehold to the Public Conveniences at Puckpool Park and is responsible for 3 amenity spaces (no commercial value)

BORROWINGS

The Council has no borrowings.

LEASES

The Council has a 99 year lease on the Eddington Road Play Area (13.11.2008), a 50 year lease on allotments at Steyne Road (12.07.2010), a 15 year licence on Pier Road Dinghy Park (01.04.2020), a 50 year lease on Sophie Watson's Garden (02.06.2020) and a 125 year lease on Seagrove Bay Public Conveniences (15.04.2019).

DEBTS OUTSTANDING

There are no debts outstanding. However, Sandlands allotment deposits (refundable, subject to satisfactory condition of allotment at termination of tenancy) amounting to £1900.00 are held.

TENANCIES

The Council has no tenancies either as landlord or tenant.

S 137 (Local Government Act 1972) Payments

The limit for the Council in the year of the account was £21,238 (£8.82 per elector – 2,408 electors)

ADVERTISING AND PUBLICITY

None

SUPERANNUATION

The Council has complied with legislation to provide a workplace pension to its employees.

GENERAL

Reserve 01.04.2023 = £55,447

Signed.....
Chair
Date: 24th April 2023

Signed.....
Responsible Financial Officer
Date: 24th April 2023