



# BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,  
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN  
Tel: 01983 874160 Email: clerk@bembridgepc.org.uk



## Minutes of Bembridge Parish Council Meeting held at 7.00 pm on Tuesday 21<sup>st</sup> July 2020, remotely via Microsoft Teams

**Present:** Cllr S Weedall (Chairman), Cllr G Stillman, Cllr M Donlon, Cllr M Sullivan, Cllr L White, Cllr K Fagan, Cllr R Weaver, Cllr J Chapman, Cllr N Maclean, Cllr R Widger, Mrs J McDade (Clerk) and Mr M Pink (Clerk)

**Public:** IWC Cllr M Murwill and 1 member of the public joined the meeting

**PUBLIC FORUM** – There were no questions submitted

1. [013/20 Chairman's Announcements](#)

Appendix A & B

2. [014/20 Apologies for Absence](#)

To receive apologies for absence  
Apologies noted from Cllr Steane

3. [015/20 Declarations of Interest](#)

**015/20/01** To receive declarations of pecuniary or other interests relating to items on agenda  
None received

**015/20/02** To consider requests and grant dispensations if appropriate  
No requests

4. [016/20 Minutes of the last Meeting](#)

**016/20/01** To receive for approval minutes of the Full Council Meeting held on 22<sup>nd</sup> January 2020  
**RESOLVED:** Approved minutes of the Full Council Meeting held on 22<sup>nd</sup> January 2020. These will be signed by the Chairman in the Parish Office at 10am on 22<sup>nd</sup> July 2020.

Unanimous

**016/20/02** To note 4<sup>th</sup> March 2020 Development Day Notes  
Noted

5. [017/20 Ratify Decisions made by Email](#)

**017/20/01** That the Council considers the Covid-19 Business Continuity Arrangements report and approves the 3 delegations discussed in #5.1, #5.2 and #5.3.

**9 Responses**                      **8 Agreed**                      **1 Amendments wanted**

**AGREED** that the Council approve the 3 delegations discussed in #5.1, #5.2 and #5.3

**017/20/02** To agree change of Earmarked Budget heading name from Village Hall Roof to Asset Maintenance Fund

**9 responses**                      **6 Agree**                      **3 Against**

**Agreed** change of Earmarked Budget heading name from Village Hall Roof to Asset Maintenance Fund

**017/20/03** To agree £4,634.89, the balance after Grant Funding, comes out of the Capital Budget

**10 responses**                      **7 Agree**                      **3 Against**

**Agreed** £4,634.89, the balance after Grant Funding, comes out of the Capital Budget

**017/20/04** To consider and discuss Small Grant request from Bembridge Heritage Society

**1 Pecuniary Interest declared**                      **6 Personal Interest declared**

**10 responses**                      **6 Agree**                      **4 Abstained**

**Agreed** Small Grant request from Bembridge Heritage Society for £250.00

**017/20/05** To consider and discuss Parish Asset Grant request from Bembridge Youth & Community Centre

**2 Personal Interest declared**

**10 responses**    **2 Agree**    **7 Against**    **1 Abstained**

**Refused** Parish Asset Grant request from Bembridge Youth & Community Centre

**017/20/06** Agree to suspend (17.2) Financial Regulation 2.2 *'at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO'*

**10 responses**                      **9 Agree**                      **1 Against**

**Agreed** to Suspend (17.2) Financial Regulation 2.2 *'at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO'*

**017/20/07** To allow the RFO's to carry out the bank reconciliation for Year End, copies to be forward via email to Councillors once completed and checked at a later date

**10 responses**                      **9 Agree**                      **1 Against**

**Agreed** to allow the RFO's to carry out the bank reconciliation for Year End, copies to be forward via email to Councillors once completed and checked at a later date

**017/20/08** The Risk Assessments have been updated and cover the activities of Bembridge Parish Council including Coronavirus. We ask for your approval for 9 Risk Assessments

**Responses 6 including Chairman**                      **Agreed 6**

**Agreed** Risk Assessments approved

**017/20/09** To approve Lightatouch as Internal Auditors for 2020/21

**11 responses**                      **10 Agree**                      **1 Abstain**

**Agreed** to approve Lightatouch as Internal Auditors for 2020/21

**017/20/10** To agree to Carry Forward to 2020-21 Budget £4,230 for Village Partnership due to delay in projects because of Coronavirus lockdown

**11 responses**                      **8 Agree**                      **2 Amendments wanted**                      **1 Against**

**Agreed** to Carry Forward to 2020-21 Budget £4,230 for Village Partnership due to delay in projects because of Coronavirus lockdown

**017/20/11** To agree to Carry Forward to 2020-21 Budget £600 for Steyne Park Project due to delay in project because of Coronavirus lockdown

**11 responses**                      **8 Agree**                      **2 Amendments wanted**                      **1 Against**

**Agreed** to agree to Carry Forward to 2020-21 Budget £600 for Steyne Park Project due to delay in project because of Coronavirus lockdown

**017/20/12** Suspend (17.2) Financial Regulation 2.2 *'on a regular basis, at least one member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO'*.

**Agreed** to Suspend (17.2) Financial Regulation 2.2 *'on a regular basis, at least one member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO'*.

**8 Responses**    **All in favour**

**017/20/13** To allow the RFO's to carry out the monthly bank reconciliations until restrictions are lifted, copies to be forward via email to Councillors once completed and checked at a later date.

**Agreed** to allow the RFO's to carry out the monthly bank reconciliations until restrictions are lifted, copies to be forward via email to Councillors once completed and checked at a later date.

**8 Responses All in favour**

**17/20/14** To consider a report on a dead Cherry tree in Lane End Cemetery and to vote for the preferred option

**11 responses 8 Option 2 3 No Choice Preferred**

**Agreed:** To reduce the tree branches and commission the sculpture as per the above design

**17/20/15** To agree which option you prefer 1,2 or 3 as the replacement van

**7 in favour of option (3b) 2 different option preferred 3 no responses**

**Agreed** to lease (3.b) Citroen Relay 35 L3H2 2.2 BlueHDi (Diesel / Ad Blue), £263.63 pcm with initial rental of £1539.78 (\*Funder Maintained), Year 1: £3,345.19 pa: Years 2 – 5: £3,163.56pa and £150 one off fee to have the van ply lined

**17/20/16** To approve the addition to Bembridge Parish Council's Standing Orders of facilitating remote meetings (chapter 32) with immediate effect

**8 Responses 8 Agreed 4 No Responses**

**AGREED** the addition to Bembridge Parish Council's Standing Orders of facilitating remote meetings (chapter 32) with immediate effect

Chairman proposed that all decisions made by email be voted on 'en block'

This was agreed unanimously

**RESOLVED:** Approved ratification of all decisions, 017/20/01 to 17/20/16

Unanimous

6. **018/20 Finance**

**018/20/01** To receive bank reconciliation and cash balances to 20<sup>th</sup> February 2020

**018/20/02** To receive bank reconciliation and cash balances to 10<sup>th</sup> March 2020

**018/20/03** To receive bank reconciliation and cash balances to 31<sup>st</sup> March 2020

**018/20/04** To receive bank reconciliation and cash balances to 15<sup>th</sup> May 2020

**018/20/05** To receive bank reconciliation and cash balances to 17<sup>th</sup> June 2020

**018/20/06** To receive bank reconciliation and cash balances to 10<sup>th</sup> July 2020

Chairman proposed that all bank reconciliation and cash balances above be voted on 'en block'

This was agreed unanimously

**RESOLVED:** Approved all bank reconciliation and cash balances, 018/20/01 to 18/20/06

Unanimous

**018/20/07** To approve schedule of payments to 20<sup>th</sup> February 2020

**018/20/08** To approve schedule of payments to 10<sup>th</sup> March 2020

**018/20/09** To approve schedule of payments to 31<sup>st</sup> March 2020

**018/20/10** To approve schedule of payments to 15<sup>th</sup> May 2020

**018/20/11** To approve schedule of payments to 17<sup>th</sup> June 2020

**018/20/12** To approve schedule of payments to 10<sup>th</sup> July 2020

Chairman proposed that all schedule of payments above be voted on 'en block'

This was agreed unanimously

**RESOLVED:** Approved all schedule of payments, 018/20/07 to 18/20/12

Unanimous

7. **019/20 Audit**

**019/20/01** To receive and approve the internal audit report 2019/20

**RESOLVED:** Received and approved the internal audit report 2019/20

9 in favour 1 against

**019/20/02** To approve annual governance statement for year ending 31<sup>st</sup> March 2020 (Section 1, page 4) and agree for Chairman to sign document

**RESOLVED:** Approved annual governance statement for year ending 31<sup>st</sup> March 2020 (Section 1, page 4) and agreed for Chairman to sign document. This will be signed by the Chairman in the Parish Office at 10am on 22<sup>nd</sup> July 2020.

Unanimous

**Appendix C**

**019/20/03** To approve the account statement for year ending 31<sup>st</sup> March 2020 (Section 2, page 5) and agree for Chairman to sign document. This will be signed by the Chairman in the Parish Office at 10am on 22<sup>nd</sup> July 2020.

**RESOLVED:** Approved the account statement for year ending 31<sup>st</sup> March 2020 (Section 2, page 5) and agreed for Chairman to sign document. This will be signed by the Chairman in the Parish Office at 10am on 22<sup>nd</sup> July 2020.

9 in favour      1 against

**Appendix D**

8. [020/20 CCTV](#)

**020/20/01** To approve the installation of CCTV at Steyne Park Car Park and 5 Foreland Road (covering electric charging point)

**RESOLVED:** Approved the installation of CCTV at Steyne Park Car Park and 5 Foreland Road (covering electric charging point)

Unanimous

**020/20/02** If agreed, to approve costs are taken from the Capital Account (balance £171,461.31)

**RESOLVED:** Approved costs are taken from the Capital Account

Unanimous

**020/20/03** If agreed, to decide which option A, B, C or D from the CCTV working paper included

**RESOLVED:** Agreed option C

Unanimous

[DATE OF NEXT MEETING](#) – 16<sup>th</sup> September 2020, 7.00pm

**Meeting Closed: 7.40pm**

**Signed:**

**Dated:**