



# BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,  
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN  
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## Minutes of the Full Council meeting on Wednesday 20<sup>th</sup> March 2024 at 7pm at Bembridge Village Hall.

**Present:** Cllr L White (Chair), Cllr C Adams, Cllr H Brabazon, Cllr I Davies, Cllr M Groom, Cllr M Humphray, Cllr P Kenny, Cllr S Noyes, Cllr S Philipsborn, Cllr G Stoddart-Stones, Cllr M Sullivan.

**Officers:** Mr M Rochell (Acting Clerk and RFO).

**Public Forum:** There were 2 members of the public present who do not wish to make any comments.

### Minutes

#### 32/24. Apologies for Absence

To receive and accept apologies for absence.

**Resolved:** To accept apologies from Cllr Lake.

#### 33/24. Declarations of Interest

To receive and record any declarations of interest.

**None received.**

#### 34/24. Minutes of the previous meeting of the Council

To receive and accept the minutes of 21<sup>st</sup> February 2024 Full Council Meeting.

**Resolved:** To Accept and Sign.

#### 35/24. Chair's Announcements

To receive the Chair's announcements

The Chair gave an update on activity since previous announcement:

The National Trust had planted a 'Community Orchard' at Bembridge windmill.

Meetings had been held with Ian Middleton of Island Roads regarding vehicle speeds on Embankment Road & road safety, Donna Jones the Hampshire Police and Crime Commissioner regarding the BPC speed watch campaign, and James Brewer from Isle of Wight Council and Vickey Spencer of the Environment Agency regarding PFR (Property Flood Resilience Fund) potential flood support & advice for up to 10 residential properties.

#### 36/24. Finance

36.24.1 To receive bank reconciliation and cash balances to 29<sup>th</sup> February 2024,

**Resolved:** Received.

36.24.2 To approve schedule of payments (£22,046.97) and receipts (£1,462.20) to 29<sup>th</sup> February 2024.

**Resolved:** Approved.

#### 37/24. Reports from other Authorities

37.24.1 To receive a report from IoW Councillor Joe Robertson.

Written report from Cllr J Robertson read out to Council by the Chair.

### 38/24. Reports from Representatives on Outside Bodies

To receive reports from Council representatives attending outside bodies' meetings.

Updates provided:

BHAG by Cllr Groom and Adams - A clearance of Sea Buckthorn will possibly take place to coincide with the next beach clean.

Hampshire Police Marine Unit have a new boat in operation, and a representative may be available to visit the Council to deliver a talk on their work.

BPC Speedwatch group by Cllr Adams – 4 sessions held to date. The next induction will be 26<sup>th</sup> March. The group have so far attracted 8 volunteers.

Ryde Sea Cadets by Cllr Brabazon – The cadets have agreed to be involved in the planned D-Day beacon lighting event.

### 39.24. Matters Arising from Previous Meetings

To receive and note updates from previous meeting:

Minute No 23/24: Flag flying for Commonwealth Day was held on Mon 11<sup>th</sup> March 2024.

Minute No 24/24: King's Portrait Scheme – Application has been entered.

Minute No 25/24.1: proposed date of 24<sup>th</sup> April for Annual Parish Meeting unavailable.

Village Hall provisionally booked for Wednesday 1<sup>st</sup> May 18:30. Update: Theo Vickers booked to give presentation.

Minute No 26/24.1: Village Hall provisionally booked for Saturday 20<sup>th</sup> July up to 13:00hrs for BPC Have Your Say Day.

Minute No 31/24.1 and 2: New arrangements for Toilet cleaning and Steyne Park maintenance to begin in April.

**Noted.**

### 40/24. Finance & Governance Committee Recommendations

To receive recommendations from Finance and Governance Committee meeting held on Thursday 7<sup>th</sup> March 2024.

40.24.1. Service fees – Pitch/Changing room hire and Cemetery fees.

**Resolved:** To Agree to recommendation to increase pitch/changing room fees by 10% for non-Bembridge teams, and to keep at 23/24 rates for Bembridge clubs. Casual hire will increase to £75 for adults and £40 for juniors.

Cemetery fees will be increased by 3%.

40.24.2. Financial Regulations 2023-24.

**Resolved:** To Agree and Adopt.

40.24.3. Bembridge Parish Council Risk Assessment 2023-24

**Resolved:** To Agree and Approve.

40.24.4. Bembridge Parish Council Financial Risk Assessment 2023-24

**Resolved:** To Agree and Approve.

40.24.5 Asset Register and Inventory 2023 -24

**Resolved:** To Agree and Approve.

Note: See agenda item 44/24, it was suggested that the results of this process should be used to update figures for the 2024-25 Asset Register.

#### 41/24. Village Hall

41.24.1. To review and agree final draft lease agreement between Bembridge Parish Council and the Village Hall Management Committee.

**Resolved:** Reviewed and Agreed

41.24.2. To review and agree to grant permission as per item 4.5 of lease agreement for VHMC proposed improvements to Village Hall kitchen area.

**Resolved:** Reviewed and Agreed

Note: Due to current fire regulations the proposed improvements to the positioning of the cooker were essential from a health and safety aspect.

#### 42/24. Confidential Matters:

Members are asked to Resolve that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**2 members of the public left the meeting.**

#### 43/24. Staffing Committee Recommendations

To receive recommendations from Staffing Committee meeting held on Thursday 7<sup>th</sup> March 2024.

43.24.1 Staffing arrangements for 2023-24.

**Resolved:** To agree to recommendations for Mr Mark Rochell to be offered the full-time position of Clerk and Responsible Financial Officer on salary scale 32. To also advertise the part-time role of Office Administrative Assistant on salary scale 12.

Note that Mr Mark Rochell left the meeting during discussions and returned to accept the offered role of Clerk/RFO.

#### 44/24. Finance and Governance Committee Recommendations (Confidential)

To receive confidential recommendations from Finance and Governance Committee meeting held on Thursday 7<sup>th</sup> March 2024.

44.24.1. Asset Revaluation contract.

**Resolved:** To agree to recommendation to contract Tim Smart of Smart Surveyors to carry out insurance asset revaluation at an estimated cost of £2,200.00.

#### 45/24. Island Planning Strategy

45.24.1. To agree preferred planning consultant to aid the Council in its reply to the forthcoming draft Island Planning Strategy.

**Resolved:** To contract Plan Research to aid the council in its Regulation 19 submission for the Island Planning Strategy at an estimated cost of £1,500 - £2,250.00.

**Resolved:** To also hire Martha James at Plan Research to provide a planning training event for the Parish Council at a cost of £300.00

**Meeting Closed at 8:11pm**

**Date of Next Meeting – 17<sup>th</sup> April 2024 7:00pm**

 

17<sup>th</sup> April 2024 