FRESHWATER PARISH COUNCIL
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28th May 2025

Notice is hereby given that there will be a meeting of Freshwater Parish Council on Tuesday 3rd June 2025 in the Council Chamber, Memorial Hall, Freshwater, immediately after the planning meeting.

The public and press are cordially invited to attend.

Melanie Gardiner
Assistant Clerk to Freshwater Parish Council

AGENDA

1. Apologies
2. To agree the Minutes of the Freshwater Parish Council meeting held on the 13th May 2025. (Circulated to Councillors)
3. To agree the Minutes of the Freshwater Parish Council extraordinary meeting held on 13th May 2025 (Circulated to Councillors).
4. To invite Councillors to declare an interest in matters on the Agenda.
5. To receive questions on the agenda from members of the public (up to 15 mins).
6. To accept written reports from Freshwater Ward County Councillors / Questions and update session (up to 15 minutes from all Councillors).
7. Chair's Report – circulated to councillors
8 Clerk's Report – to be circulated to Councillors.
9. Correspondence
10. **FINANCE**

a) Annual Governance and Accountability Return (AGAR)
To consider and approve the following:

I. Section 1 – Final Governance Statement 2024-25
II. Section 2 – Final Accounting Statement 2024-25
III. Internal Audit Report 2024-25
IV. Explanation of No Response on AGAR

V. Notice of Public Rights Dates

b) External Auditors – BDO LLP UK
Councillors are requested to declare if there are any conflicts of interest with Freshwater Parish Council's External Auditors – BDO LLP UK (https:www.bdo.co.uk/en-gb/home)

c) Financial Regulations 2025
To receive and approve the updated Financial Regulations.

d) Memorial Hall Grant Application and Officer Recommendation
To receive a copy of a grant application from The Memorial Hall Arts & Leisure Co. along with a report from the Finance Officer, which has the full support of the Responsible Finance Officer and the Clerk, for approval.

11. Co-option of new Councillor

12. To review and approve the following policies:

Complaints Procedure
Freedom of Information Policy
GDPR Policy & Personal Data Access, Rectification & Erasure Request Form
Grievance Policy
Training and Development Policy
Publication Scheme
Website Accessibility Statement
CCTV Policy
Equality, Diversity & Inclusion Policy
Whistleblowing Policy

Governance & Policy | Freshwater Parish Council, Isle of Wight

MINUTES OF A MEETING OF THE FRESHWATER PARISH COUNCIL HELD ON TUESDAY 13th MAY 2025 AT 6.50PM IN THE COUNCIL CHAMBER, MEMORIAL HALL, FRESHWATER

PRESENT: Councillors: Cox (Chair), Armstrong, Bamford, Betts, Hinton, Hobbs, Jarman, Knowles, Pakel, Seely (arrived at 6.33pm), Whistance, Whyte
Members of the public:

Clerk: K Gibson
Assistant Clerk: M Gardiner
In attendance Finance Officer – P Blackley

1. **APOLOGIES:** Councillor Turan

2. **TO AGREE THE MINUTES OF THE FRESHWATER PARISH COUNCIL MEETINGS HELD ON THE 1st APRIL 2025**
The minutes of the meetings held on the 1st April 2025 (having been circulated) were agreed (**CJ/BS**).

3. **TO INVITE COUNCILLORS TO DECLARE AN INTEREST IN MATTERS ON THE AGENDA.**
Councillor Whyte declared that he is now President of Tesla Owners UK.

4. **TO RECEIVE QUESTIONS ON THE AGENDA FROM MEMBERS OF THE PUBLIC (UP TO 15 MINUTES).**
None.

5. **TO ACCEPT WRITTEN REPORTS FROM FRESHWATER WARD COUNCILLORS.**
Councillor Cameron gave a verbal report, and a written report has been circulated to Councillors.
Councillors Jarman and Spinks gave written reports – circulated to Councillors.

6. **CHAIR'S REPORT (Circulated to Councillors)**
It has been six weeks between the last Full Council meeting and the Full Council meeting today. The delay has been due to the election change over date falling on the same date as

the intended Full Council meeting. The Parish Council election was not required to poll as the number of candidates did not exceed the number of seats in any of our three wards. All elections are a time of change, and the election saw the standing down of three of our Councillors, Dominic Hicklin, Daniel James and Natalie Thomas. I wish to express my gratitude to all three, for their service to the Council and the community of Freshwater Parish. I would also like to bring particular attention to the service of Daniel James who was Chair of the Parish Council for two years. I will miss his mentorship and his considered valuable advice. I made the decision to change wards from Freshwater North to Freshwater South. When I applied to be co-opted Freshwater North was the only ward with a vacancy. I am glad to have made the decision which I shared with a number of Councillors for their advice, as this saved the Parish Council the cost of paying for a polled election. The Council further benefited as everyone who wished to be a Parish Councillor was successful. 13 people put themselves forward as candidates, which means we have a single vacancy which will be open for co-option. The Clerk's team is following our usual procedures, and I look forward to new candidates coming forward. Following the election process, I would welcome our three new Councillors Susan Betts for South Ward Caroline Pakel for North Ward David Whistance for South Ward I am looking forward to getting to know them as individuals and building solid working relationships for the benefit of the Community.

We have a change of County Councillor for the Freshwater South ward following the resignation of John Medland due to ongoing health issues. I have known John for almost a decade, first in the community, then as a Parish Councillor. I thank John for his service to the community and for his time as Chair of the Local Planning Authority Planning Committee. Changes John made during his time as Chair are still benefiting members of the Planning Committee. He was fully engaged in assuring the Planning Committee members were fully able to meet their responsibilities.

Following the election on 1st May 2025 I am pleased to confirm our newest Freshwater South County Councillor is Becca Cameron. I look forward to working with her. I am sure the whole Parish Council will want to get to know her better and develop the kind of close working relationship we had with John Medland.

Although I have been very busy since my last report with the elections, my attendance and public commitments have been light for the Parish Council due to purdah rules. I have continued to attend the weekly team meetings with officers, missing only one whilst I was away from the Island on a personnel trip.

7 April - At the invitation to all Councillors from Councillor Whyte, I attended the Library Quiz Night with Councillors Hinton, Hobbs and of course Whyte. It was a very well attended evening with lots of other teams. We called ourselves the Loiterers and

with much thanks to Councillor Hinton's music and classic knowledge we won the quiz. Councillor Whyte has hopefully brought our prize to share with everyone.

23 April - I attended the Finance meeting which was chaired for the last time by Councillor Thomas. A report for the meeting will be submitted by officers to the Full Council.

30 April - I attended the Personnel Committee meeting which made the meeting quorate. It was the last meeting to be Chaired by Councillor James. A report for the meeting will be submitted by officers to the Full Council.

As this is the last Chair's report for the year, I would like to take the opportunity to thank our officers for their support over the last year. It has been a time of change and development for the Council, and they have accepted the challenge. We have worked closely for the benefit of the Parish.

I would like to thank Councillor Whyte, my Vice Chair, who has supported me throughout the year, despite his often-heavy workload, and I would be remiss if I do not thank Councillor Bamford who has offered guidance and support as a previous Chair of the Council. I would also like to thank both of them for their kindness and support during the recent election. It is a testament to their commitment to the Council that we remained on good terms and from my point of view it has strengthened our working relationships.

7. CLERKS REPORT (Circulated to Councillors)

Clerks Report Full Council Meeting Tuesday 13th May 2025

Finance Regulations and Grant Policy
The RFO has requested to defer the ratification of the new Finance Regulations and Grant Policy until the June Full Council Meeting. This will enable the RFO to inspect the regulations and ensure they are updated to current statutory finance regulations.

Co-option of Freshwater South Parish Councillor
We currently have a spare council position on the Freshwater South Parish ward. The office has advertised the vacancy in the Parish with a closing date for potential candidates 27th May 2025. The candidates will be invited to attend the Full Council meeting on 3rd June to introduce themselves and give a short statement on their qualifications, background and experience and thoughts on how they can contribute to the Parish Council and the community in Freshwater. There will be a secret ballot during the meeting for the Councillors to vote for their preferred choice.

DRAFT

Change to Gov.uk domain
The UK Government are advising that all public sector organisations move to a Gov.uk domain. The benefits of this are increased transparency and security, better legal protection, better access to fulfil any FOI applications and control of who has an approved Parish Council email account. The cost of this is will be estimated at £570 plus VAT (£30 + VAT per domain). This is in line with what we currently pay for the Freshwater Parish Council email accounts when adding and removing a person.

Replacement PFO Van
As previously discussed at the council meetings the facilities van needs to be replaced before the MOT needs renewing on 4th June 2025. We have an agreed budget of £10,000 for the purchase and I would like to agree the perimeters for the purchase so that the office can go ahead and action this. We will primarily look at purchasing an electric van, small sizing to enable it to be driven down Longhalves. The van to be under 5 years old with less than 50,000 miles. The batteries on electric vans have an 8 year warranty generally so this would leave at least three years cover. The van is to be purchased from a reputable dealership having had a full AA or RAC inspection. The manufacturer of the van must have a servicing agent on the Island. Where we cannot locate an electric van that meets our criteria we will look for a petrol/diesel van matching the criteria.

Replacement Bins
The go ahead to purchase and replace the bins at Freshwater Bay, Stroud and Black Hut Green was given in at the 1st April Meeting. Unfortunately, one of the bin options given on the original quote in November are now no longer manufactured. The bin at Freshwater Bay will now match the ones on Stroud and Black Hut Green in size. It also means a reduction in cost from £644.98 to £419.98 each instead.

Muga Lights
Replacement light fittings have been received by the company carrying out the work. They are being checked over to make sure there are no issues. Once this is complete, they will notify the officers of an installation date.

8. CORRESPONDENCE

There was one item of correspondence from the Freshwater & Yarmouth Church of England Primary School thanking the Parish Council for the purchase of the new play equipment on Stroud Field. They inform us that they intend to use the new play equipment as part of their teaching curriculum.

9. FINANCE

a) TO AGREE ACCOUNTS FOR PAYMENT (LIST CIRCULATED TO COUNCILLORS FOR INFORMATION) – AGREED (EC/BS)

b) TO RECEIVE THE RECOMMENDATIONS FROM THE FINANCE COMMITTEE.

Freshwater Parish Council – Finance Committee Recommendations Report
Meeting Date: 22nd April 2025

This report summarises the key recommendations from the Finance Committee meeting held on 22nd April 2025, for agreement by Full Council.

Acceptance of Year-End Figures
The Committee reviewed and accepted the Year-End Financial Figures for the 2024/2025 financial year.

Allocation of Land Management Underspend
It was agreed to recommend that the underspend within the Land Management budget be ringfenced and reallocated to a Facilities Management Fund.

This fund will be used specifically for:
1. The purchase and installation of new bins, and
2. The refurbishment of the shelter at Freshwater Bay.

It was proposed to accept the recommendation of the Finance Committee – **AGREED (WW/AB)**

Community Investment Funds – Future Allocation
The Committee further recommended that the remaining Community Investment funds be ringfenced and dedicated to the development of the new skatepark and pump track project. Freshwater Parish Council is requested to agree and formally adopt these recommendations.

It was proposed to accept and adopt the recommendations of the Finance Committee – **AGREED (WW/AB).**

10. FUTURE AGENDA ITEMS.

Update on the drop-in session regarding the Island Planning Strategy – Councillor Jarman
Update on the Coastal loss and landslide report – Councillor Jarman

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be

prejudicial to the public interest because of the confidential nature of the business to be transacted.

11. TO RECEIVE THE REPORT AND RECOMMENDATIONS BY THE PERSONNEL COMMITTEE – CIRCULATED TO COUNCILLORS.
It was proposed to change the title of the PFO to Lengthsman (**EC/BH**) – **AGREED**
It was proposed to accept the recommendations of the Personnel Committee (**BS/CJ**) - **AGREED**

12. TO RECEIVE QUOTATIONS FOR THE REFURBISHMENT OF THE SHELTER AT FRESHWATER BAY WITH AN OFFICER RECOMMENDATION - CIRCULATED TO COUNCILLORS
Councillor Whyte requested a slight change to the job specifications – and recommends that the painted tiles be stripped bare and left in their natural state. (**WW/EC**)- **AGREED**
It was proposed to accept the Officers recommendation subject to the above amendment - (EC/AB) **- AGREED**

13. TO RECEIVE QUOTATION FOR THE TREE SURVERY WORK WITH AN OFFICER RECOMMENDATION– CIRCULATED TO COUNCILLORS
It was proposed to accept the Officers recommendation (**EC/AB**) – **AGREED**

The meeting ends at 8.05pm

DRAFT

It has been a quiet two weeks. Slowly getting to know my role as chair of the council and establishing a rapport with our clerk and her staff.
Going forward, I am to attend an event at the Freshwater Library, which Councillor Pakel will be facilitating on behalf of Creative Island.
I will also be joining the clerk for a meeting with the West Wight Sports Centre, with a view to establishing a productive working relationship.
You will be pleased to hear that I have committed to undergo the excellent training courses on offer. I will be attending, Training as a new councillor, Planning training, and when available, Training as chair of the council.
I look forward to getting to know you and working together as a team for the good of our community.
Frances Turan

Clerk's Report June 2025

Resignation of Councillor Knowles

The Parish Council has given notice of the vacancy in the South Ward for a Parish Councillor. As the Councillor was elected, even though it was uncontested, we cannot automatically co-opt a new Councillor but will need to follow the process of advertising the vacancy. Copies of the notice are on the website and notice board.

Spinfish Culvert

The works have now commenced to replace the culvert. We will update once the work has been completed.

Stroud New Play Equipment

We have a confirmed date of the commencement of the works to fit the new play equipment on Stroud Playing Field. The works will take place between 16th and 22nd June 2025.

Replacement Bins

The replacement approved bins have been ordered and we are expecting delivery in the next week.

MINUTES OF AN EXTRAORDINARY MEETING OF THE FRESHWATER PARISH COUNCIL HELD ON TUESDAY 20TH MAY 2025 IN THE COUNCIL CHAMBER

Present: Councillors Cox (Chair), Armstrong (arrived at 6.12pm), Bamford, Betts, Hinton, Hobbs, Jarman, Pakel, Seely, Turan, Whyte

Absent: Councillor Knowles

Members of the Public: 2
Clerk: K Gibson
Minutes Secretary: M Gardiner

AGENDA

1. Apologies: Councillor Whistance

2. To invite Councillors to declare an interest in matters on the agenda.
Councillors Bamford, Hobbs and Jarman declared themselves as Members of Friends of Freshwater Library.

3. To receive the recommendation of the Library Committee with regard to repairs on the Library Roof.
It was proposed to accept the recommendations of the Library Committee. (WW/EC).
AGREED

Meeting ends at 6.16pm

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