



FRESHWATER PARISH COUNCIL
Parish Office 01983 752000

**MINUTES OF A MEETING OF THE FRESHWATER PARISH COUNCIL HELD
ON TUESDAY 1st APRIL 2025 AT 6.50PM IN THE COUNCIL CHAMBER,
MEMORIAL HALL, FRESHWATER**

PRESENT: Councillors: Cox (Chair), Armstrong, Bamford, Hicklin, Hinton, Hobbs, James, Jarman, Knowles, Seeley, Turan and Whyte

Members of the public: 0

Clerk: K Gibson

Assistant Clerk: M Gardiner

In attendance Finance Officer – P Blackley

1. **APOLOGIES:** Councillor Thomas

2. **TO AGREE THE MINUTES OF THE FOLLOWING FRESHWATER PARISH COUNCIL MEETINGS:**

a) Extraordinary Meeting 21st February 2025 – circulated to Councillors

The minutes of the Extraordinary Meeting held on the 21st February as circulated to Councillors requires an amendment to change the Chair from Councillor James to Councillor Cox. **(EC/DJ) AGREED**

b) Main Meeting 4th March 2025 – circulated to Councillors

The minutes of the Main Meeting held on 4th March as circulated to Councillors were agreed subject to the following amendments:

Item 12 to be changed to **‘two Councillors and Clerk or Responsible Finance Officer for the signing of cheques and invoices’**

Item 15 be changed from **‘Councillor Hobbs will take on the Chairs responsibilities to Councillor Hobbs was elected as the Chair of the Committee’**. **(EC/CJ) AGREED**

c) Annual Parish Meeting 18th March – circulated to councillors

The minutes of the Annual Parish Meeting held on 18th March 2025 – circulated to Councillors requires an amendment to remove Councillor Hinton from absent and to present **(BH/DJ) AGREED**

3. TO INVITE COUNCILLORS TO DECLARE AN INTEREST IN MATTERS ON THE AGENDA.

Councillor Jarman declared an interest (late) in item 13 of the agenda.
Councillor Hinton declared an interest in the Dimbola Grant application.

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.

Report received and circulated from Councillor Spink.
Councillor Jarman gave a verbal update.

6. CHAIR'S REPORT (Circulated to Councillors)

Since my last report there have been a number of changes and events at the Parish Council including the notification of the elections for Parish Councils in May. I hope everyone who wishes to re-stand for election has managed to have their paperwork accepted by the Isle of Wight Council and I wish all Councillors every success.

24 February I attended the Parish Council to support the Office with routine paperwork.

26 February Weekly Officer meeting

3 March I attended the Office with Councillor James to welcome our new Clerk Kirsty Gibson. I wish Kirsty every success in her new position, and we have already started working constructively together to the benefit of the Parish Council.

5 March Weekly Officer meeting. Attendance for the first time the Clerk Kirsty Gibson.

10 March I provided an Introduction to Planning at Freshwater Parish Council session which the Clerk Kirsty Gibson attended with Councillor Sloan-Murphy.

11 March I attended the Parish Council to support the Office with routine paperwork.

12 March Weekly Officer meeting. attendance for the first the new Responsible Finance Officer Tara Bloomfield

I provided an Introduction to Planning at Freshwater Parish Council session to Councillor Knowles.

I attended with Deputy Clerk Emma Carter a meet and greet session with the new management contractors ERM Limited. We met with their representatives Ben and Kim. I have given a fuller report in the Chair's report for the Land Management and Assets Committee.

Please note that ERM Limited are from time to time the agents in planning applications being considered by the Parish Council. It is a separate branch of the same company, and the Clerk will give guidance to Councillors when the situation occurs in planning meetings.

13 March I attended the Isle of Wight Association of Local Councils (IWALC) session with the cabinet of the Isle of Wight Council. Councillor Whyte was also in attendance. The main topic of discussion was the new Committee System which will replace the Cabinet System currently used by the Isle of Wight Council to conduct its business. There are a lot questions still waiting to be answered and changes are likely up until the adoption of the new constitution at the Isle of Wight Council's Full Council meeting in May.

18 March I attended the Parish Council to support the Office with routine paperwork. My assistance is now up to date, and I will at present not be required to attend these sessions. There are still some items that need assistance from other Councillors. I attended the Finance and Governance Committee meeting. Weekly Officer Meeting.

Please may I remind Councillors of the amount of work our Officers are required to complete every week. In addition to their workloads, we have two Clerks who are completing training within their work hours. I would respectfully request Councillors consider when asking for work to be completed, training staff members rely on the Deputy Clerk for guidance and assistance. The effect on the Office is, work is taking longer to reach a conclusion, over time this will decrease and I request we support Officers during this time. Officers need time to upskill and be brought up to date on the everyday running of the Parish Council and ongoing projects within the system. May I suggest if you were working with our previous Clerk Heather Rowell, on a project or issue, that you contact the office to ensure that they are aware of the item. It would be unfortunate if projects/issues failed due to lack of communication. Thank you.

7. CLERKS REPORT

Grounds Maintenance

Idverde have now finished their three-year contract with the Parish. They 'owed' the parish a cut of all Manorial Land from the summer, when one week the grass didn't require cutting. This meant that the new contractor wasn't required to do an in-between cut before starting on their contractual date 1st April.

Jubilee Field.

The new contractors rolled the football pitches two weeks ago as requested by the Deputy Clerk.

Trees

The two trees identified in the tree survey report as needing immediate attention at Stroud Coppice, have been felled. The Deputy Clerk - Emma is currently waiting for another quote to arrive also still trying to find a 3rd contractor to quote as companies approached so far don't wish to quote for the work.

Freshwater Bay

The Parish Facilities Officer has cleared all the stones off the revetment and placed them on the promenade. The IWC started to clear them today. It will be clear for the Easter break as promised by the IWC.

Shelter on the Promenade

Deputy Clerk – Emma has received a second quote for work needed on the shelter at Freshwater Bay. Still trying to source a 3rd one.

Spinfish Culvert

Deputy Clerk – Emma has spoken to K Coghlan. The culvert pipe has been manufactured. Once it has been dispatched to Southampton, the pipe contractor will let K Coghlan know. Coghlan will collect it straight off the courier transport in Southampton and bring it back over. This will save on storage costs. Once this has happened Coghlan will be able to provide us with a start date for the work.

Memorial Hall Lease

We have been reminded that we need to sign the revised lease between the Freshwater Parish Council and Totland Parish Council with the MHALCO. The clerk at Totland PC has revised the contract for review. I would suggest we seek legal advice to check the contract is worded correctly.

8. CORRESPONDENCE

There were five items of correspondence.

9. FINANCE**a) TO AGREE ACCOUNTS FOR PAYMENT (LIST CIRCULATED TO COUNCILLORS FOR INFORMATION) – AGREED (EC/DJ)**

It was requested that line items have a short description attached.

- b) **TO AGREE THE DIMBOLA GRANT APPLICATION RECEIVED -**
Copies available on the night. (Councillor Hinton left the room at 8.09pm)

It was proposed to agree the grant to Dimbola (WW/BS) **AGREED**

10. LIBRARY COMMITTEE QUINQUENNIAL REPORT REQUIREMENTS AND FIRE SAFETY REPORT UPDATE

Councillor Cox, having done the relevant research, recommends that rather than a quinquennial report for the Library, the Parish Council undertake a Commercial Building Inspection Report.

Councillor Whyte (Library Chair) recommends that the Library Committee review the original survey and progress with the structural work on the roof. **AGREED**

It was agreed that the Fire Inspection report be forwarded to the Library Committee for consideration. **AGREED**

11. TO RECEIVE THE REPORT FROM THE FINANCE COMMITTEE – COUNCILLOR THOMAS (ABSENT) – Written report attached.

Councillor Cox gave a verbal update on the Finance Committee meeting held on the 14th March 2025.

12. TO RECEIVE THE REPORT FROM THE RESILLIENCE COMMITTEE – COUNCILLOR HOBBS

Draft minutes circulated to Councillors (See Attached).

13. FUTURE AGENDA ITEMS – None.

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 of the confidential nature of the business to be transacted.

14. REPORT AND RECOMMENDATIONS BY THE PERSONNEL COMMITTEE – COUNCILLOR JAMES

It was proposed to agree and accept the Contract to be offered to the new Clerk – (EC/DJ) **AGREED**

DEPUTY CLERK: The deputy Clerk has a significant amount of annual leave accumulated that she has been unable to take due to covering the duties of the Clerk during the recruitment period. It is recommended that as an exceptional circumstance,

the Deputy Clerk be allowed to carry over the outstanding leave to the next year (25/26) **(BH/AB) AGREED**

STAFF REVIEWS: it was recommended to schedule staff reviews for September 2025 (Councillor Armstrong left the room at 8.38pm) **(BH/AB) AGREED**

PARISH FACILITIES OFFICER: it was proposed that in principle the Parish Council accept the recommendation of the Personnel Committee providing that the self employed status remains. **(EC/DJ) AGREED**

POLICIES: To accept the Expenses, Health and Safety, Whistleblowing and Equality Diversity and Inclusion policies. (Councillor Seely left the room at 8.49pm) **(DJ/TA) AGREED**

15. TO RECEIVE THE LAND MANAGEMENT MEETING REPORT AND RECOMMENDATIONS – (CIRCULATED TO COUNCILLORS). (See attached)
The Committee make the following recommendations to the Full Council:

- The Land Management and Assets Committee proposes the Library cleaning contract and the Library window cleaning contract remain with the current contractors. The Isle of Wight Council and High Glass Window Cleaning respectively. **(EC/DJ) AGREED**
- The Land Management and Assets Committee proposes the cleaning contract for the Gate Lane and Moa Place toilets following a tendering process will remain with the current contractors Clean Wight Cleaning. **(EC/AB) AGREED**
- The Land Management and Assets Committee proposes a new tree survey be commissioned by the Parish Council and the work is completed between November 2027 and the end of January 2028. **(EC/DJ) AGREED**
- The Land Management and Assets Committee proposes the decision to commission a new tree survey with an up to date costing, be added to the precept budget process in 2026/27, to ensure the correct funding is available to the Committee for this necessary work. **(EC/DJ) AGREED**

16. TO RECEIVE QUOTATIONS FOR THE PLAY EQUIPMENT ON STROUD WITH AN OFFICER RECOMMENDATION (CIRCULATED TO COUNCILLORS) – it was proposed to accept the officer's recommendations at a cost of £31,639.70 (DJ/WW) AGREED.

17. TO RECEIVE THE OFFICER RECOMMENDATION FOR REPLACEMENT BINS – (CIRCULATED TO COUNCILLORS).

It was proposed that Councillor James go away and do further research on bespoke liners
– **(DJ/TA) FAILED**

It was proposed to accept Option One – Glasdon Jubilee Bin **(EC/BH) AGREED**

The meeting closed at 9.15pm

FRESHWATER PARISH COUNCIL

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DRAFT

Minutes of the Community Resilience Committee 24th March 2025

Present: Cllr Hobbs (Chair), Cllr Turan (Vice)

Absent: Cllr Armstrong

Clerk: Kirsty Gibson

Due to only two members being present and the previous chair resigning, this was an informal fact finding session.

Apologies – None.

1. Plan for the way forward

As Councillor Thomas has now resigned from this committee Councillor Hobbs has taken over as the Chair.

The current plans and information that was put together at the last committee meeting in July 2024 had not been reviewed or agreed. It was decided that the committee members would take away the information and review documents to discuss at the next meeting in April.

The documents to be reviewed are:

- a) Terms of Reference.
- b) Update the Flood Plan from the current 2013 version.
- c) The Community Emergency Plan.

Actions for next meeting:

- 1. Councillors to review documents for next meeting to agree way forward.

2. Councillor Turan to review what assets can be used locally in case main roads are blocked for emergency services.
3. The committee will investigate whether the council is eligible for grants for flood defence and planning from the Environment Agency (DEFRA).

Meeting closed at 12.10pm

Date of next meeting 11.00am 14th April 2025

The Committee meet on 18th March and the following Committee members were in attendance:

Councillor Cox (chair) and Councillors Bamford, Hobbs, James (vice chair), Knowles, Turan and Whyte.

Assistant Clerk Melanie Gardiner Clerked the Meeting. Kirsty Gibson the Parish Clerk was also in attendance.

At the Full Council meeting in March the Boat Park Policy, Terms and Conditions and Application form were agreed with amendments to be made. After the Full Council meeting it was determined that the public liability insurance which must be held by all users of the Boat Park was insufficient at £2,000,000 (two million pounds) and so the amount has been changed to £10,000,000 (ten million pounds) which our research shows is a standard amount for this kind of insurance for these types of policies. Officers have been instructed to make this change to the relevant documents before they are sent to boat park users for the coming season.

The drinking tap at the Gate Lane Toilets on the outside of the building has been turned off due to the damage excess water has been causing to the building and the pooling of water on the path which was considered to be dangerous during the winter months. Algae was growing on the brickwork. It was also discussed as to whether it was necessary to test the water for legionella disease. The Clerk Kirsty Gibson brought forward a possible grant option to replace the tap.

The Committee agreed the following:

1. The Committee determined to reinstate the facility for the use of the community.
2. The Committee has requested that Officers determine how the tap can be turned back on without the risks as identified, the Parish Facility Officer will attend the site and report back with his findings and recommendations for a solution with costs.
3. The Clerk Kirsty Gibson will apply for the grant for a new drinking water station. The Clerk will report her progress as and when updates are available.

The Committee considered the future of the Moa Place telephone box. Committee members were reminded that the Parish Facilities Officer has supplied a quotation for the work as this falls outside of his current remit. The quotation for the work is £600, this work will be completed once weather conditions permit the works to be carried out, sometime in the Spring. The Committee agreed the following:

1. The Committee determined to proceed with finding a future use of the telephone box.
2. The public will be asked for their suggestions through our usual methods of contact, the Parish Council Website and Facebook page. Notices would be placed on the Parish Notice Boards.
3. The local school will be contacted by the Clerk Kirsty Gibson and asked whether the school children would be interested in participating in a competition to suggest a

future use for the telephone box. If the school agrees a process will be agreed by the Committee at a future meeting.

The Skate Park and Pump Track Committee was dissolved and the Full Council agreed the project would be included within the responsibilities of the enlarged Land Management and Assets Committee. The Chair recommended the Committee elect a Lead Councillor to progress the project. The Chair acknowledged the high value of the work undertaken by the previous Committee and in particular Councillor James on behalf of the Parish Council. The Chair considered that Councillor James is already committed to the Memorial Hall review which is a considerable amount of work. Councillor James is also Chair of the Personnel Committee, the Personnel Committee has a significant workload at this time.

The Chair proposed Councillor Knowles be elected as the Lead Councillor of the Skate Park and Pump Track project.

The Committee elected Councillor Knowles to be the new Lead Councillor for the Skate Park and Pump Track project. The Committee agreed the following:

1. Councillor James will offer his continued support for the project to Councillor Knowles.
2. Councillor Knowles will liaise with Paul Blackley, the officer responsible for the day to day progress of the project.
3. Councillor Knowles will report back to the Committee once she has reviewed the project.
4. Councillor Knowles will produce an action plan for the project which the Committee will review before reporting back to the Full Council.
5. Councillor Knowles does not have delegated decision making powers in this matter.

The Chair has produced a first incomplete draft for a management plan for the Freshwater Bay Boat Park, Promenade Shelter and Revetment. The document was shared with Committee members. The Chair requested feedback on this document. Councillor Bamford stated she did not like the section on the Promenade Shelter. The Chair reminded Councillors the document is a draft and may be altered, the final version will need the support of the Committee if they are to recommend it to the Full Council.

The Chair and Deputy Clerk Emma Carter met with the new contractors for the hedge cutting and grass cutting within the Parish. The new contractors are ERM Limited.

The Chair gave a verbal report detailing the meeting with ERM Limited to the Committee which included the following:

Emma Carter is keen for the contractors to build a relationship with the football team organiser similar to the relationship with the previous contractors.

There was a discussion as to whether the Contractors would be allowed to have a storage unit within Jubilee Field.

Whether the Parish Councillor would consider purchasing a special lawn mower to allow the cricket pitch to be prepared for match play, this is not something our previous contractor offered or the current contractor offer as it is a specialist area of work.

Due to the position of storage containers on the field it may be necessary to ask the owners to move them to enable the Contractors to complete the work as required by the contract.

The Parish Council does not have keys to access Jubilee field. It was agreed the Clerk Kirsty Gibson will contact the West Wight Sports and Community Centre to introduce herself and discuss the current arrangement with their representative.

It was discussed that it may not always be possible for the Contractors to meet the terms of the contract:

For example the revetment can not currently be cut due to the large amount of stones on it.

The Contractors have agreed to produce photographic evidence with a date stamp to the Office to demonstrate the reasons they are unable to complete works as agreed in the contract.

The invoicing for works completed will be monthly and in a similar format to the previous Contractor, two lines, one for hedge cutting and one for grass cutting.

It was felt that the Manorial grass was too long and likely even higher before the new contract commences. It was suggested by the Contractor that a pre-commencement grass cut was needed due to the length of the grass at that time. The Deputy Clerk agreed this grass cut would be needed. A quotation was requested for the work.

A quotation has been received from ERM Limited for £800 (eight hundred) for the work. The Finance Officer has confirmed to the Chair, the Land Management and Asset Committee has the funds available within the existing budget to complete the work.

The Chair proposed and the Committee accepted the recommendation of the Clerk to approve an extra grass cut of the Manorial Lane prior to the commencement of the new contract with ERM Limited at a cost of £800 (eight hundred) pounds. The work as agreed will be paid from the existing Committee budget for 2024/2025.

During the report it was mentioned that a copy of the arrangement between the West Wight and Community Sports Centre dated 2013 has been located and it was agreed a copy will be circulated to all Committee members.

The Committee considered the Toilet Tender response and will make a recommendation to the Full Council. It was agreed to suggest that a possible break clause would be included in the contract at the end of year one and year two. The Clerk has been requested to speak to the Contractor for a response to this proposal. The Clerk will report to the Full Council when she has an update available.

The Committee considered the Library building cleaning contract and window cleaning contract. Following a tendering process it was clear the current contractors offer the best value for money to the Parish Council. The Committee will recommend the Full Council accept the current arrangements continue.

A Tree Survey update was given for determining how the works identified within the Tree Survey are being moved forward. The two trees in Stroud Coppice, highlighted in the letter which accompanied the report as urgent for removal, have been removed. Trees in the Coppice which are felled may not be removed by the public for any reason. Councillors were informed of the Parish Council position in an email from the Deputy Clerk prior to the meeting.

The Council has received a quotation for most of the works to be completed. Further quotations are being requested by Officers. The Parish Council usually funds the works within the Tree Survey over several financial years. The Chair reported it seems possible all works will be completed without the need to raise additional funding using the earmarked reserves which the Full Council agreed to carry over into the next financial year.

The Chair proposed the committee recommend to the Full Council a new Tree Survey be completed between November 2027 and the end of January 2028. The Committee will need to add this to their budget consideration process in 2026/2027 to ensure the funds will be available to complete the work. The Committee agreed.

Councillor James requested the cricket team representative be given contact details at ERM Limited to enable them to have a working relationship with the contractors.

Councillor James requested an update of the Multi Use Games Area lighting be given at the next Committee meeting.

The Committee makes the following recommendations to the Full Council:

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