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MINUTES OF A MEETING OF FRESHWATER PARISH COUNCIL HELD ON TUESDAY 4th NOVEMBER 2025 AT 7.20PM IN THE COUNCIL CHAMBER, MEMORIAL HALL, FRESHWATER

PRESENT: Councillors Turan (Chair), Armstrong, Bamford, Cameron, Chaucer, Cox, Hinton, Hobbs, Jarman, Pakel, Whistance, Whyte

CLERK: K Gibson

MINUTE SECRETARY: M Gardiner

Members of the Public: 2

PUBLIC QUESTIONS

Prior to the Council meeting commencing there will be a public forum of up to 15 minutes, if necessary, when there will be an opportunity for members of the public to ask questions of the Parish Council regarding matters on the agenda. **NONE**

1. APOLOGIES: Councillors Betts & Seely

2. DECLARATIONS OF INTERESTS

To receive any declarations of pecuniary or non-pecuniary (personal) interests relating to items on the agenda.

Councillor Whyte declared a non-pecuniary interest in item 10 (v).

Councillor Cox declared a non-pecuniary interest in item 21.

3. REQUESTS FOR DISPENSATIONS

To receive and consider granting any written requests from Members for dispensations in respect of disclosable pecuniary interests. **NONE**

4. MINUTES

To agree the minutes of the Freshwater Parish Council meeting held on 7th October 2025 (**PAPER A**). It was proposed to amend the draft minutes from Planning to Full Council (**CJ/AB**)

RESOLVED: to accept the minutes dated 7th October with the above amendment.

5. WARD COUNCILLOR REPORT

To receive a written update from Ward Councillors. **NOTED**

6. OFFICER REPORTS

To receive a written update from the Clerk (**PAPER B**).

Replacement Storm Boards at Freshwater Bay

The Lengthsman has constructed and fitted new storm boards and fittings at Freshwater

Bay. These boards are essential to protect the boat park and revetment over the winter storm period. The previous boards were completely destroyed last winter.

Full Council Agenda Items 18/19/20

There are several items that I have added to the agenda for the Full Council Meeting on the 4th November. These are items that I have noticed should have followed a process of being formally minuted in previous meetings. These have been included to rectify this and ensure we are compliant.

IWC Public Realms Meeting Update

The Colwell Bay Groyne repairs have now been completed. The benches on the promenade at Freshwater Bay will be removed, repaired and stored over the winter starting in November. The trim trail equipment for Fort Victoria has arrived and they are just waiting for a date for installation to commence. MUGA Lights Works have now been completed, and we have received the Electrical Installation Certificate to confirm compliance.

Library Roof Tender Update

The approved project manager has issued the request to tender to repair the library roof, as part of this he has targeted contractors with a strong record of major roof repairs and builds. The tender process will close in a couple of weeks, and he will then report on the contractors that have applied to tender and his recommendations.

7. CHAIRS REPORT

To receive a report from the Chair, Cllr Frances Turan (**PAPER C**).

On Thursday 9th October I again had lunch at Dimbola with Debbie Mason, the lovely lady who produces the community magazine. She is very keen to promote up and coming events and to recognise residents and businesses that support the betterment of our community.

Wednesday 16th, several new councilors from the land-management committee met for a walk about, to familiarize themselves with the council's assets and responsibilities and note any concerns.

Thursday 23rd, attended FEBRA AGM. There were two informative presentations. Southern Water's Senior Storm Overflow Engineer, Ian Deakin, explained the main causes of flooding and various means of combatting this. He concluded with a question-and-answer session.

Paul Davies, Countryside Manager for the National Trust, gave an overview of the effects of climate change, tourist footfall, and animal management on the Tennyson Downs. This was illustrated with a slide show which included pictures of a wide variety of rare plants, flowers, and wildlife. Councillor Caroline Pakel came to the rescue when the automatic element failed. She cancelled the faulty program and manually presented the accompanying slides much to the relief of the speaker.

The announcement that Neil Aplin was stepping down as chair, although no surprise, was nonetheless very poignant. His leadership has been an inspiration, and I wish him well. He will be a hard act to follow.

Throughout the month I have spent many hours accompanying Councilor Cameron as she identified the many challenges facing our residents, and indeed the village itself with regards to flooding. I noted the copious amount of information she was gathering, and was privileged and inspired to witness the time, effort, and dedication she gives to this community.

I need to congratulate the newest councilors, who come with various skills and experience. They have made a valuable contribution to this council which has led to stronger committees and a cohesive council. Together we can create positive outcomes which will improve the quality of life in the community.

8. CORRESPONDENCE NONE

9. TO NOTE THE COUNCILLOR CODE OF CONDUCT (PAPER D) NOTED

10. FINANCE

- i. To review and approve the payments list (**PAPER E1**) **APPROVED (CJ/DW)** (see appendix).
- ii. To note the approved minutes from the Finance Committee meeting held on 15th July 2025 (**PAPER E2**) **NOTED AND APPROVED (CJ/AB)**
- iii. To review the request to purchase officer mobile phones (**PAPER E3**)
RESOLVED: to agree the purchase of mobile telephones for the Clerk and RFO, and the Personnel Committee to consider any additional need. (DW/WW)
- iv. To note the recommendation to approve the bank reconciliations for the quarter ending 30th September 2025 (**PAPER E4**) **NOTED**
- v. To approve a recommendation from the Finance Committee to award an in-budget grant totaling £1,927 to PPC All Saints (**PAPER E5**) **Councillor Whyte left the room at 19.59pm APPROVED (CJ/BC) Councillor Whyte returned at 20.02pm.**
- vi. To receive the quarter two budget monitor and year end forecast as recommended to full council by the Finance Committee (**PAPER E6**) **RECEIVED**

11. AUDIT

- i. To receive and agree the actions arising from the conclusion of the external audit for the year ended 2024-25 which are as follows (PAPER F): **(CJ/DW) AGREED**

When minuting the appointment of the internal auditor, the council should record that they have considered the independence of the appointed auditor on an annual basis

- ii. To approve the recommendation from the Finance Committee to appoint a new internal auditor, Mulberry Local Authority Services, for the financial year 2025/26. Mulberry Local Authority Services are fully independent of Freshwater Parish Council and are competent to undertake the works as detailed in their quote documents. (**PAPER F1**) **(CJ/DW)**

RESOLVED: to accept the recommendation of the Finance Committee.

Freshwater Parish Council have considered the Internal Auditors independence for the financial year 2025/26.

12. FREEDOM OF THE PARISH REQUEST

Update from Councillors on the attached request for the Freedom of the Freshwater Parish.
(PAPER G)

RESOLVED: that the Clerk would liaise with the Clerk at Totland Parish Council to discuss moving forward with a Community Awards event.

13. TO REVIEW AND APPROVE THE SAFEGUARDING POLICY (PAPER H) – (EC/CP)

RESOLVED: to accept the policy.

14. UPDATE FROM THE CHRISTMAS WORKING PARTY – Councillor Cameron gave a verbal update.

15. UPDATE FROM THE SKATE PARK WORKING PARTY

This policy is required by many grant awarding bodies and would enable the Parish Council to apply for more grants for projects such as the Skate Park.

Skatepark Project update – November 2025

Hello dear fellow councillor!

Just a brief note to update everyone on where we are at with the skatepark project. We have been working on a shortfall of approximately £50,000-£65,000. This is due to increased material costs and the fact that the last costing dates from a few years ago now. We have now reconnected with Gravity who initially quoted for the project and were retained for it. We are due a call with them this week to finalise matters with them and most importantly get confirmation of their final/updated costs rather than the current approximation. This will then allow us to make a recommendation to full council next month.

In the meantime, the team has been working on re-igniting interest and support; and finding ways to raise more funds:

- Sue has been driving the crowdfunder and has visited a number of local businesses with Frances for support and donations.

- Paul and Becca have joined efforts in setting up a skate deck art auction for next Spring which will involve a number of local artists – a number have agreed to paint 3 decks which could be auctioned together or separately. We are particularly fortunate to have Neal Layton on board for the Skate Deck Art Auction – see below for more details about Neal. We are now currently searching for a “prestigious” venue to close the auction.

- We plan to be present at Becca’s Christmas evenings in the high street in December with a stand and merchandise to buy with the intention to continue to raise interest and support for the project. Sandra (Knowles) and Paul are working on a variety of possible activities for those evenings as well as on a couple of larger fundraisers. Please remember that this is a project that triggered much enthusiasm within the community and the youth in particular and which is now forgotten or believed to be abandoned.

The work of Sue, Paul, Becca and Sandra – in no order of importance! - have helped rekindle interest and we are now working on the belief within our community that the Freshwater Parish Council can and will deliver on this project! Please talk about it to everyone and tell them it is happening and needs their (renewed) support... Thank you!

16. REVIEW AND DISCUSS THE FRESHWATER FLOOD PLAN – Councillors Cameron and Jarman gave a verbal updates.

RESOLVED: to add the flood plan to the website along with other useful contact numbers and information.

17. COUNCILLOR HARMONISATION

To agree a proposal by Councillor Pakel for an externally facilitated workshop followed by lunch to help Councillors:

- Get to know each other as people with individual preferences, as community members, and as decision makers
- Learn to appreciate each other's strengths and embrace each other's idiosyncrasies
- Share personal stories informing our choices and preferences

Proposal for budget to fund the event to include room hire, lunch and a facilitator. Cost expected to be between £600 to £900 depending on how many Councillors attend.

RESOLVED: that the Clerk and Councillor Pakel will investigate suitable facilitation/room hire and return to Full Council with more information. Councillor Jarman has kindly offered to sponsor lunch. (EC/TA)

18. ANNUAL MEETING MINUTES

To approve the minutes for the annual meeting that took place on 20th May 2025. (PAPER I)

RESOLVED: to approve the minutes of the annual meeting held on 20th May 2025. (TA/CP)

19. TO NOTE THE APPOINTMENT TO COMMITTEES AND SUB COMMITTEES MADE AT THE FULL COUNCIL MEETING ON 20TH MAY 2025 AND UPDATED ON 5TH AUGUST 2025. (PAPER J) NOTED

20. TO NOTE THAT ALL ACCEPTANCE OF OFFICE DECLARATIONS WERE RECEIVED BY THE PROPER OFFICER FROM ALL COUNCILLORS ON OR BEFORE THE 13 MAY 2025 FOR THE MAY 1ST 2025 ELECTIONS. NOTED

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.

RESOLVED: to enter closed session (FT/CJ)

21. MOTION PURSUANT TO STANDING ORDER 7(A)

Attached motion received on the 24th October 2025 by Councillor Whistance with the requisite signatories. (PAPER K)

Councillor Cox left the meeting at 20.50pm.

RESOLVED: The motion is carried.

22. TO APPROVE THE PERMANENT CONTRACT FOR THE CLERK AND TO APPROVE THE NEW PAY SCALE OF SCP38 COMMENCING NOVEMBER 2025.

RESOLVED: To approve the permanent contract and pay scale of the Clerk. (BH/CP)

23. TO APPROVE THE PERMANENT CONTRACT FOR THE RESPONSIBLE FINANCE

OFFICER WITH THE ADDITION OF APPROVING TEN ADDITIONAL FLEXIBLE HOURS PER MONTH BACKDATED TO 1 OCTOBER 2025. (CJ/AB)

RESOLVED: To approve the permanent contract and additional hours of the RFO.

Councillor Bamford thanked the Clerk and RFO for their work and expressed the full confidence of the Council in their ability to fulfil their roles.

24. FUTURE AGENDA ITEMS

CHRISTMAS UPDATE

LAND MANAGEMENT UPDATE

RESPONSE TO THE DRAFT ISLAND PLANNING STRATEGY

The meeting closed at: 9.13PM

Should anyone require a copy of the minutes in a large print format please contact the Parish Council.

Freshwater Parish Council - Payments, Deposits & Transfers - Nov 2025

Date	Account	Supplier	Description	Total
03/11/2025	Bank charges		CHARGES COMMISSION FOR PERIOD 15SEP/12OCT *****	£8.50
18/11/2025	Bookkeeping	Intuit UK Ltd	QuickBooks Online Plus - 04-Nov-25 - 04-Dec-25	£56.40
05/11/2025	Committed Contracts	ERMC	Grounds maintenance for October 2025 - Manorial works	£1,581.89
05/11/2025	Committed Contracts	ERMC	Grounds maintenance for October 2025 - Large tractor works	£2,800.61
05/11/2025	Committed Contracts	Hillbans	November 2025 Pest Control	£64.63
27/11/2025	Employer Pension Contributions	Nest	Employer Pension Contributions Nest November 2025	£321.34
04/11/2025	Gate Lane Toilets	IVARIO	Water Test Kit Bacteria Plus	£129.00
05/11/2025	Gate Lane Toilets	Mark Adams Maintenance Services	Freshwater bay toilets. Water bottle filling station install.	£235.00
17/11/2025	Gate Lane Toilets	Yorkshire Gas and Power	Electricity Invoice 06/10/25 - 06/11/25	£67.52
10/11/2025	Insurance	Zurich	YLL-2720448603 - 14/08/2025-13/08/2026	£169.54
14/11/2025	Insurance	Zurich	Additional premium for pop up shops cover over Christmas period.	£56.01
14/11/2025	IT Software & Support	Adobe	Adobe.com IRELAND ON 13 NOV BDC	£19.97
05/11/2025	IT Software & Support	PC Consultants	October 2025 Microsoft Monthly Subscriptions: Microsoft 365 Business Standard Subscription x 5 Licences. Microsoft Exchange Online (Plan 1) x 19 Licences	£148.39
05/11/2025	IT Software & Support	PC Consultants	Remote 09/10/25 created mailbox for kirsty.gibson@freshwater-parish.gov.uk as per email request	£33.00
05/11/2025	Jubilee Field	ERMC	4 x additional cuts to football pitches in October 2025 as agreed by email from Emma Carter on 08/10/2025	£872.02
05/11/2025	Land Management	Energieo Limited	DISTRIBUTION BOARD REPLACEMENT - MUGA LIGHTS	£3,803.38
05/11/2025	Land Management	Mark Adams Maintenance Services	Freshwater Bay Storm Board Post Replacement	£1,400.00
24/11/2025	Lengthsman	Mark Adams Maintenance Services	Freshwater Parish Lengthsman - November 2025	£1,102.50
05/11/2025	Library	Daniel Stimson Surveying Ltd	Roof works Freshwater Library Freshwater Isle of Wight. Interim Invoice No.1. Services - Project Management Tender issue pre construction phase.	£900.00
05/11/2025	Library	High Glass	October window cleaning	£50.40
03/11/2025	Library	IW Council	IWC - CT & NNDR 70343822 DDR Council Tax	£661.00
05/11/2025	Library	IW Council	Cleaning Contracts Q2 for Freshwater Library.	£1,266.08
11/11/2025	Library	Yorkshire Gas and Power	Electricity Invoice 30/09/25 to 31/10/25	£160.55
12/11/2025	Moa Place Toilets	Yorkshire Gas and Power	Electricity Invoice 01/10/25 to 01/11/25	£47.74
06/11/2025	Office Costs	Amazon Business	Office Fire Safety Bundle - Build Your Own - FireShield (10 Person HSE Compliant First aid Kit)	£20.89

05/11/2025	Office Costs	Lifeline	For the period 01/11/25 to 31/10/26. C001 Annual Support Contract for Intruder Alarm including maintenance visit(s) as appropriate. Includes 24/7 signalling and monitoring if applicable. Cover commences from the first day of the month of issue.	£118.80
17/11/2025	Office Equipment	Amazon Business	23.8 Inch Monitor	£59.00
17/11/2025	Office Equipment	Amazon Business	23.8 Inch Monitor	£59.00
24/11/2025	Old Fire Station	Biffa Waste Service Ltd	Bin Renta 27/9/25-24/10/25 and waste collection 9/10/25	£57.08
03/11/2025	Old Fire Station	IW Council	IWC - CT & NNDR 70384649 DDR	£92.00
24/11/2025	PAYE/NI	HM Revenue & Customs	HMRC PAYE/NIC SHIP 581PC00187328 BBP	£3,598.32
05/11/2025	Projects / Public Realm	Energie Limited	FLOODLIGHTING REPLACEMENTS - MUGA LIGHTS	£12,517.22
05/11/2025	Public Toilets	Clean Wight Cleaning - Robin Attrill	Toilet Cleaning Contract - October 2025	£2,475.19
27/11/2025	Salaries	Nest	Employee Pension Contributions Nest November 2028	£428.45
24/11/2025	Salaries	Staff	Wages November 2025	£9,695.99
05/11/2025	Skatepark & MUGA	Mark Adams Maintenance Services	Skatepark & MUGA Litter duty	£300.00
05/11/2025	Skatepark & Pump track Planning Conditions	Williams Land Surveying Ltd	To provide a topographical survey of Stroud Recreation Ground to include all features, trees, buildings etc with spot level data at 10m intervals.	£1,800.00
26/11/2025	Skatepark & pump track working party	BACK AND FORTH SCREEN PRINTS LTD	20 x BLANK 8" NATURAL DECKS + delivery	£349.66
05/11/2025	Skatepark & pump track working party	Wight Trash	37 blank skateboards decks (7.75 inch width) 7 ply Canadian maple decks	£500.00
05/11/2025	Stationery	Business Supplies Group	Stationery	£45.05
05/11/2025	Subscriptions	SLCC	2 x 14th Edition Local Council Administration	£288.00
05/11/2025	Subscriptions	SLCC	Delivery cost for 2 x 14th Edition Local Council Administration	£9.46
05/11/2025	Tools & Equipment	W Hurst & Son (IW) Ltd	Gloves, wipes and a hook	£19.39
				£48,388.97

Deposits and other credits cleared

Date	Type	Payee		Amount
05/11/2025	Transfer	BARCLAYS	TRANSFER FOR MUGA LIGHTS	£10,000.00
24/11/2025	Transfer	BARCLAYS	HMRC NOV 25 TRANSFER	£3,598.32
24/11/2025	Transfer	BARCLAYS	WAGES TRANSFER NOV 25	£789.49
24/11/2025	Transfer	BARCLAYS	WAGES TRANSFER NOV 25	£10,000.00
24/11/2025	Deposit	High Sheriff	Grant from High Sheriff for the Skatepark	£500.00
27/11/2025	Deposit	Bishops Insurance	Refund for old van insurance	£37.44
28/11/2025	Transfer	BARCLAYS	NOVEMBER DIRECT DEBIT TOP UP	£2,000.00
28/11/2025	Transfer	BARCLAYS	LIBRARY ROOF TRANSFER	£900.00
				£27,825.25