Clerk to Gurnard Parish Council

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**Agenda – Full Council**

Date 03/07/2025

All Parish Councillors are summoned to attend a Full meeting of Gurnard Parish Council (GPC) to be held on 9th July 2025 commencing at 18:30 at Gurnard Village Hall, Westbrook Lane, Gurnard, PO31 8JR for the purpose of transacting the business set out in the agenda below:

**Before the meeting is formally opened by the Chairman there will be an opportunity for members of the Public to make comments and to ask questions.**

**AGENDA**

1. **Apologies for Absence**

To receive and approve any apologies for absence

1. **Members'** **Declarations of pecuniary and non-pecuniary Interests**
   1. To receive Members' Declarations of pecuniary and non-pecuniary Interests
   2. To receive and consider any written dispensation requests
2. **Minutes**

To take as read, approve and sign the Minutes of the Full Meeting held on 11th June 2025

1. **Planning, Licensing & Tree Preservation Order Applications**
   1. New planning applications:
      1. 25/00869/FUL 17/06/2025 Edradour 33 Lower Church Road Gurnard Cowes Isle Of Wight PO31 8JG

[Proposed alterations to vehicular access](https://publicaccess.iow.gov.uk/online-applications/applicationDetails.do?keyVal=SXZKX6IQGZP00&activeTab=summary)

Consultation end date: 18/07/2025

* + 1. 25/00802/HOU 03/06/2025 9 Hilton Road Gurnard Cowes Isle Of Wight PO31 8JB

[Proposed single storey rear extension and replacement raised roof to form additional living accommodation at first floor level; alterations](https://publicaccess.iow.gov.uk/online-applications/applicationDetails.do?keyVal=SX9WB9IQ0AW00&activeTab=summary)

Consultation end date: 25/07/2025

* 1. Planning decisions to note.
     1. 25/00588/RVC 15/04/2025 Land Adjacent 51 Albert Road Gurnard Cowes Isle Of Wight PO31 8JU

[Variation of conditions 2 and 3 on 23/01825/FUL to allow revision of design of the dwelling](https://publicaccess.iow.gov.uk/online-applications/applicationDetails.do?keyVal=SUQX6IIQGF700&activeTab=summary)

Granted 19/06/2025

* + 1. 25/00701/RVC 12/05/2025 Haslemere Rew Street Gurnard Cowes Isle Of Wight PO31 8NN

[Removal of condition 5 on 22/01267/FUL which relates to visibility sight lines for the access](https://publicaccess.iow.gov.uk/online-applications/applicationDetails.do?keyVal=SW4WQVIQGNE00&activeTab=summary)

Granted 26/06/2025

1. **To receive the following reports** (For information only)
2. Parish Council Chair
3. IW Councillor
4. Clerk to the Parish Council
5. GVHA
6. Councillors – Written reports to be submitted prior to the meeting
   1. Report on new councillor training (Cllr Churchill-Cheatham
7. Environmental officer
8. PCSO
9. **Finance** (Clerk)
10. To approve the cheque and electronic payments.
    1. To approve 4 payments totalling £875.83 previously paid but not yet approved at a council meeting.
    2. To approve 3 payments totalling £752.67 due but not approved at a council meeting.
    3. To note 2 receipts totalling £188.17 There were no bank transfers in the period.
11. To note the copy bank statements and bank reconciliation.
12. **Registers of interests outstanding** (clerk)

Registers of interest from Cllrs Bustin and Fuller have not been received **– to note**

1. **Toilet contract** (clerk)

The contract for the daily cleaning of the toilets at Gurnard Green is due for renewal in September.

This contract was last reviewed in September 2023 when the annual quote was £7,354. As this contract is over £1,000 the GPC Financial regulations require that at least 2 quotations are obtained. A draft of the Request for Quotation (RFQ) document has been circulated with the agenda.

**Proposals:**

1. **That the draft RFQ is agreed (or agreed subject to amendments)**
2. **That the RFQ is circulated to at least 2 cleaning contractors.**
3. **Insurance contract** (clerk)

The contract for the insurance of GPC’s Properties and liabilities risk is due for renewal in September.

This contract was last reviewed in September 2022 when the annual quote was £1,449 plus allowance for annual inflation however, the quotation will be higher this year due to the addition of Gurnard Village Hall. As this contract is over £1,000 the GPC Financial regulations require that at least 2 quotations are obtained.

**Proposal: That the clerk contacts at least 2 Insurance companies/brokers to obtain quotes**

1. **Financial Regulations** (RFO)

Section 3.5 of the GPC Financial regulations that states that “The clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, within budget headings, subject to a limit of £500” The limit of £500 was first introduced in 2017. In order to support the proposed procedure for the finances of Gurnard Village (Item 12 below) this value should be increased to £1,000.

**Proposal: That the limit for expenditure stated in Financial regulations 3.5 be increased to £1,000.**

1. **Financial procedures for Gurnard Village Hall sub-committee (GVHSC)**

As the Gurnard Village Hall Association is now a sub-committee of GPC it follow that GVHSC should follow the expenditure and payment procedures set out in the Standing orders and Financial Regulations of GPC.

**Proposals:**

1. **That the Clerk, in conjunction with GVHSC, conducts a review of current the financial procedures to determine where changes may be required with the understanding that GPC Standing Orders may need amendment and this will take some months to process.**
2. **That, pending the outcome of this review, the GVHSC relies upon section 3.5 of the Financial regulations that states that “The clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, within budget headings, subject to a limit of £1,000”** (Subjectto amendment dependent on item 10 above)
3. **Gurnard Village Hall – water leak**

GPC have been told by Southern Water that there is a leak in an underground water pipe that is the responsibility of GPC to repair. GPC’s insurance company require 2 quotes in order to assess the claim. The Clerk has approached 2 potential companies to obtain quotes.

**Proposals:**

1. **That the clerk is authorised to send quotes and other information to insurance company as required.**
2. **That the clerk, in consultation with the Chair take appropriate action to get the leak repaired.**

1. **Active Routes in Gurnard Sub-Committee (ATRGSC)**

The first meeting of the ATRGSC was held on 16th June 2025. Minutes and Terms of Reference (ToR) have been circulated with this agenda. GPC are asked to agree the following specific proposals:

**Proposals:**

1. **That GPC fund the provision of a school crossing patrol officer up to a value of £4,000** **for the first year.**
2. **That GPC contact IoW council to support and prioritise work on the safety of pedestrians at the junction of Woodvale Road and Baring Road.**
3. **That, in relation to the Meadow View Suitable Alternative Natural Greenspace (SANG) GPC invite the developers to show how the needs set out in the Local cycling and Walking Infrastructure Plan (LCWIP) are met.**
4. **That GPC contact IoW council to support and prioritise the proposal that has already been made in the LCWIP in respect of connections from the Meadow View development.**
5. **Beach and Public Access sub-committee** (Chair)

A meeting of the Beach and Public Access sub-committee will be to be called for 21st July. Agenda points will include:

* Proposed Terms of Reference (ToR) for the sub-committee.
* feedback from the Local Access Forum (LAF) meeting about King’s Coastal Path, planter adoption at top of path plus the ‘official’ expectation that a volunteer group takes over amenities/facilities/information points on the path once construction is completed. Possible increase in walkers and so use of toilet block etc. Also
* Residents’ concerns over recent unauthorised works at the “Secret beach”.

In advance of this meeting the parish council are also asked to consider the following:

**Proposals:**

* 1. **That following advice on what is required to clean up the metal display stands a person can be employed to remove old posters and the stands to a maximum cost of £50.**
  2. **That clarity is sought on ownership of benches at top of path – two to the left and two to the right.**

1. **Gurnard Green Sub-Committee (GGSC)**

A meeting of the GGSC was held on 30/06/2025. Minutes of the meeting have been circulated with this agenda. GPC are asked to agree the following specific proposals:

**Proposals:**

1. **That the recommendations as to the new equipment proposed are sent to Isle of Wight Council (IoWC) for advice a soon as possible.**
2. **That although partnership with Isle of Wight Council (IWC) for insurance, maintenance and annual ROSPA inspections to continue as the Village Green is an IWC asset as GPC is buying the equipment then a clear written agreement that GPC is the owner of the equipment to be agreed.**
3. **Request TWO separate quotations (as specified in papers) from all four companies (Sovereign, KOMPAN, Wicksteed and Eibe) for a playground with a main focus for younger children but to provide some interest for 7 – 10 year.**
4. **Instagram account.**

A paper regarding a GPC Instagram account has been circulated with this agenda.

**Proposal: That an Instagram Account is set up on behalf of GPC (Cllr Churchill-Cheatham)**

1. **Replacement of GPC laptop and printer** (clerk)

The current GPC laptop uses Windows 10 software which will no longer be supported by Microsoft after September 2025. The laptop cannot be upgraded to Windows 11 and so will need to be replaced. The current GPC printer is not producing clear prints, particularly in colour. Although a service and/or cartridge replacement may cure the problems, this cannot be guaranteed.

The council has ring fenced reserve of £400 for the new laptop and a budget of £600 for IT and stationary generally. A paper regarding replacement options will be circulated with this agenda.

**Proposals:**

1. **That the clerk be authorised to purchase a replacement laptop, software and data transfer up to a value of £600.**
2. **That the clerk be authorised to purchase a replacement printer up to a value of £200.**
3. **Biosphere Festival** (chair)

Before the Biosphere Festival Village Event (the long weekend 4th – 6th July) a village resident made it clear that it is unfortunate that this event was not advertised long before – ideally as part of an annual community calendar with regular whole village events. Better communication is needed so that all the good things that happen can be more widely communicated. The community needs to be able to plan in advance, consequently one aspect of the Sunday 6th asked for residents’ feedback.

**Proposals:**

* 1. **That a social /community calendar – with at least potential quarterly events highlighted - be created to run alongside the Annual council calendar and that this is published on the GPC website and other places in the village by January 2026.**
  2. **That the Village Event (linked to the Biosphere Festival) becomes a recognised annual Summer event supported by GPC. Support shown by appearing on the GPC calendar as well the Community calendar and that a small sum (£250?) be given a budget heading for this purpose when budget is set at the end of the year.**

1. **Provisions for meetings etc. during August break.**

**Proposals:**

1. **That there will be no Full meeting in August. Clerk will confer with Chair/Vice Chair if any urgent issues arise.**
2. **If planning issues arise that need response before the Full meeting on 10th September a planning meeting could be called on 27th August if no other options are available**

1. **Items for future agendas** (Clerk)
2. Planning Meeting 30th July 2025, to include planning training session (Chair Freshwater councillor)
3. Facilities meeting 30th July 2025, to include approval of the TOR and other recommendations from Beach and Public access meeting on 21st July.

Richard Shaul

**Clerk to the Parish Council**