



LAKE PARISH COUNCIL – AGENDA Thursday 17 July 2025

You are hereby summoned to attend a meeting of Lake Parish Council to be held on **Thursday 17 July 2025 at 7.00 pm** at **The Gathering Place**, Sandown Rd, Lake, to consider the matters set out in the following agenda.

Members of the public are invited to attend the meeting. There will be a 10-minute public forum before and after the public meeting for questions.

1. Apologies for absence
2. To receive any declarations of interest in agenda items
3. To confirm the minutes of the meeting held on 12 June 2025 (Paper A)
4. Matters arising from the minutes not requiring a resolution.
5. Updates from Safer Neighbourhoods Policing Team
6. IWALC Update
7. Finances
 1. To approve the Payments and Receipts lists as presented for June 2025 (Paper B)
 2. To receive and note the verified bank reconciliations for June 2025 (Paper C)
 3. To receive and note the expenditure against budget through June 2025 (Paper D)
 4. Update on correspondence with HMRC re VAT 2024-25 Claim
 5. Update on correspondence with External Auditor on 2024-25 AGAR
 6. Update on correspondence with HMRC re setting up payroll
8. Bay Place Plan Matters
9. Planning applications: to resolve comments on applications received.
10. Ripples
11. The Clerk's Report
 1. To confirm updated Code of Conduct Policy
 2. To confirm updated Inclusion, Equality & Diversity Policy

3. To confirm updated Safeguarding Policy
12. Isle of Wight Councillors
13. Councillors' reports
14. PUBLIC QUESTION TIME

10 minutes are available for members of the public to speak on any matters relating to parish business. Any written questions received and not considered in the earlier session will be prioritised.



Clerk

11 July 2025.



LAKE PARISH COUNCIL MEETING MINUTES 12 MAY 2025

Minutes of the Meeting of Lake Parish Council held on
THURSDAY, 12 JUNE 2025 at Lake Gathering Place at 19.00

PRESENT: Cllr Paul Brading, Chairman

Cllrs Julie Byford, Tim Clapp, Naomi Goodall, Mike Hailston, Sue Hardy, Robert May, Sarah Morris and Adrian Whittaker.

IN ATTENDANCE: Mr Richard Priest (Clerk) and Raine Elliss

From the floor There were 4 members of the public present.

Public Question Time

The Chairman welcomed members to the new venue for meetings, as well as new IW Councillor David Maclean, and there were no questions raised. Cllr Brading thanked Andrew and all at the Gathering Place for the arrangements for the meeting.

18/25-26 APOLOGIES FOR ABSENCE

Cllr Brading noted Cllr Hartley had been admitted to hospital and the clerk recorded his absence accordingly.

19/25-26 DECLARATIONS OF INTEREST

The Chair noted that all forms had been submitted to the IW Council and members confirmed that there were no items on the Agenda requiring further declaration.

20/25-26 TO CONFIRM MINUTES OF MEETING OF 8 MAY 2025

Cllr Byford proposed and Cllr Hardy seconded, and members unanimously agreed, that the minutes of the meeting held on 8 May 2025 be signed as a true and accurate record of the meeting.

21/25-26 MATTERS ARISING FROM MINUTES NOT REQUIRING RESOLUTION

Members noted amendments to the Asset Register, and also the work of the Clerk to secure a .gov domain, with members recognising the interim arrangements would be more cost effective. Clerk would update members on progress of securing .gov domain, new email addresses for all members and then arrange training session.

22/25-26 UPDATES FROM SAFER NEIGHBOURHOODS POLICING TEAM

PCSO May was unable to attend the meeting and a written report would be circulated in due course.

23/25-26 IWALC UPDATE

Cllr Morris updated members on the recent meeting of IWALC, with attendees finding networking opportunities of value, and that the AGM would be on 26 June 2025. The Chair thanked Cllr Morris for the Report, and members also unanimously agreed to nominate Cllr Hardy to be ex-officio Treasurer of IWALC and the Clerk would write to IWALC accordingly.

24/25-26 FINANCES

1. To approve the Payments and Receipts lists as presented for April & May 2025

Members unanimously approved payments/receipts for April & May 2025, and members discussed the landscaped grounds at New Road, and also discussed maintenance arrangements and need to ensure appropriate weeding solution was used by contractors.

2. To receive and note the verified bank reconciliations for April & May 2025

Members unanimously noted the verified bank reconciliations for April & May 2025 and also confirmed investment of some reserves to secure better interest and limit exposure to financial risk.

3. To receive and note the Expenditure against Budget for April & May 2025

Members noted some coding errors which would be corrected for the next meeting, and the Chair noted potential savings on items including Bay Regeneration Funding and thanked the RFO and Back Office for the report, which was unanimously approved.

4. New Road & Lake Slipway Toilets

The Clerk updated members on the landscaping work at New Road, and the Chair thanked members for attending the launch earlier. Members thanked Men In Sheds for their work on the Notice Board and Information Panel and unanimously agreed to contribute £250 towards the costs of the work, from the Parish Improvement Fund.

Members noted that the next phase of the New Road project would be consulted upon in the Autumn.

The Clerk updated members on recent issues at Lake Slipway Toilets, as well as the background to the current arrangements and restrictions on vehicular access to the slipway.

The Clerk would recirculate the contractor information located at the Toilets, as well as the Parish Council information, and also noted neither had been contacted by residents regarding any concerns. Members noted the vulnerability of the site due to its location and the issues regarding the engineering work at the site, and would continue to monitor the situation as part of the longer term approach to future re-tendering, and in the Autumn consider any possible cost effective improvements given the investment made in the pump and other costs.

5. Events Working Party

Cllr Whittaker outlined the potential remit of the Working Party, to include Remembrance Day and Christmas events, recognising the budget that had been

allocated and the arrangements put in place in November and December 2024. Cllr Whittaker noted that the Working Party could invite stakeholders to attend any future meeting, as well as consult with residents, and the new venue for meetings could be available to meet. Cllr Whittaker also noted that Public Realm items could also be considered by the Working Party, and that any decisions would be brought back to the Full Council, such as decorative lighting and flower beds. Members unanimously voted for Cllr Whittaker to chair the working party, and that Cllrs Morris and May would also sit on it, with other members welcome. Members also thanked Cllr Whittaker on working with local Co-op Funeral Company regarding weeds at the War Memorial.

25/25-26 BAY PLACE PLAN

Cllr Brading updated members on Lake's proposals for Manor Road Play Park and a pop up Arts Venue, and members noted that it may be helpful to invite the Bay Regeneration Officer to a future meeting, once the Town Hall Project had been completed and capacity increased. Cllr Whittaker also noted possible Arts and Fresh Water projects were being developed for the Bay, and more details were awaited. The next meeting was planned for Wednesday, 25 June 2025. Cllr Morris noted the possibility of securing grant funds towards projects, and members noted successful applications for Warm Spaces in the Parish, and other initiatives, and the Clerk was working on a Past/Future project.

26/25-26 Planning applications: to resolve comments on applications received

Members thanked Raine for circulating Planning Information and there were no comments. The Chair noted recent guidance regarding forthcoming McDonalds drive-through outlet in Lake, and possible issue with proximity to school, and the Chair outlined way forward to secure employment opportunities as well as other enforcement issues related to the site.

27/25-26 Ripples

The Chair proposed, and members unanimously approved, suspending Standing Orders to enable Ripples Editor to update members on forthcoming publication, with Dave Lupton noting 28 page edition would balance advertising and articles, with next issue due in July and contain information on new council.

28/25-26 Clerk's Report

The Clerk thanked members for understanding situation regarding submission of Declarations Of Interest Forms, and these were now at County Hall, with correspondence regarding some sensitive information contained therein. Raine noted situation regarding .gov domain, and lap-top procurement was confirmed by members, as part of new arrangements with Sandown Town Council.

Sandown Town Council would continue to provide Back Office Support, with members unanimously agreeing for Raine/Back Office to be included in the arrangement once finalised for future-proofing; and the Clerk's terms and conditions would be in line with previous discussion, 0.4/0.5 WTE at SCP33 consistent with guidance; with total cost within budget and subject to quarterly review.

The Clerk updated members on recent issue with people in the tents at Los Altos, and the Chair also outlined actions that had been put in place; the Chair noted recent VE Day projects with Broadlea, and the Clerk noted grant from Shanklin TC also included provision for VJ Projects, and members agreed, with one abstention, to donate £100 towards the cost of forthcoming Armed Forces Day.

Members noted donation of football kit to school in Uganda, work on Past/Future grant application, including meeting with Head Teacher at the Bay School, which would need confirmation of specific policies at July Meeting, with Clerk in correspondence with IW Council regarding updated Code of Conduct.

The Clerk also highlighted need to ensure accessibility of Website, Tree Survey for Fairway Park, possible consultations on Lea Road Play Area, Slipway Toilets Maintenance, and other issues with Budgetary implications.

Members noted issues raised by the Clerk with Island Roads, including slip hazards at the Slipway, and the reporting of flooding of the footpath at Lake Cliff Gardens.

29/25-26 Isle of Wight Councillors Report

Cllr Brading welcomed IW Cllr Maclean who noted that he had been contacted by concessionaires regarding Slipway issues, as well as overgrowing foliage, and noted correspondence with Cllr Whittaker and actions taken.

Cllr Brading noted issues at Fairway Park and action taken with Adult Social Care, and discussions with local youth football manager; his repeated requests, including to the new Committee Chair, for a plan to address traffic issues at Tesco's junction recognising that funding would delay implementation; issues with 'No-Mow May', including fire risk as at Sandown Marshes, and visual limitations on roads; and Cllr Brading also confirmed his appointment as Chair of Children's Services, Education and Skills Committee.

30/25-26 Parish Councillors Reports

Cllr Brading noted recent correspondence from a resident regarding future funding of grounds maintenance at Los Altos, and members note Los Altos was located within Sandown, and that no request for funding had been received from IW Council who are responsible for Los Altos. Cllr Morris noted value of Community Orchards and Allotments, and Cllr Byford noted issue with steps at Denness Road and would report to FixMyStreet, and issue with barrier on Lake Cliff Gardens and need to report to Environment Officer.

Members unanimously agreed to extend the meeting by 15 minutes.

Cllr Whittaker noted donation of £100 of plants by Co-Op for War Memorial, who also asked for work to undertaken on rose beds next to 'Tommies' in garden, and a quote would be requested and brought back to future meeting.

31/25-26 PUBLIC QUESTION TIME

There were no questions from the public and the Chair thanked Andrew for use of the facilities, and confirmed Parish Council would fund additional tables for future meetings.

32/25-26 NEXT MEETINGS

The Future Meetings were confirmed as:

Thursday 17 July 2025

Thursday 11 September 2025

Thursday 16 October 2025

Thursday 20 November - 10am Budget Briefing at Broadway Centre

Thursday 11 December 2025

Meeting closed 21.15

Cashed	#	Date	Recipient	Details	Value	NET	VAT	CHQ NO.	Code	Invoice Number	Invoice Date	%	Pod
June	024	08/06/2025	Danfo	Toilets cleaning and Maintenance	3033.72	2528.10	505.62	N/A	053	8708	30/05/2025	20%	S
June	025	08/06/2025	Maxine Warr	Audit	250.00	250.00	0.00	N/A	001	924	02/05/2025	0%	O
June	026	08/06/2025	Lake Methodist Church	Room Hire	210.00	210.00	0.00	N/A	033	-	-	0%	O
June	027	11/06/2025	Zurich Insurance	Insurance	1471.41	1471.41	0.00	N/A	009	543470207	09/04/2025	0%	O
June	028	16/06/2025	Focus	Slipway Toilets Water Flush Issue	133.76	111.47	22.29	N/A	057	4474	12/06/2025	20%	S
June	029	16/06/2025	Focus	Legionella Risk Ass x 3 toilets	297.00	247.50	49.50	N/A	059	4433	09/05/2025	20%	S
June	030	18/06/2025	IOW AF Day	Armed Forces Day 2025	100.00	100.00	0.00	N/A	026	-	18/06/2025	0%	O
June	031	23/06/2025	Men in sheds Shanklin	Notice Board repairs	250.00	250.00	0.00	N/A	041	Jun-25	23/06/2025	0%	O
June	032	23/06/2025	The Gathering Place	Room Hire	63.75	63.75	0.00	N/A	033	22/06/2025	23/06/2025	0%	O
June	033	23/06/2025	Lloyds Bank	Bank Charges	8.50	8.50	0.00	N/A	00Z	-	-	0%	O
June	034	30/06/2025	T. K. Forbes	Ripples Distribution	178.00	178.00	0.00	N/A	017	-	-	0%	O

Cashed	ying in s	#	Date	Details	Value	NET	VAT	Customer	Code
June		011	09/06/2025	Interest (Deposit)	119.14	119.14	-	Lloyds	005
June	500206	012	04/06/2025	Lake Cliff Gdns Income (Cash)	13.15	13.15	-	LPC	007
June	500206	013	04/06/2025	New Road Toilet Income (Cash)	15.75	15.75	-	LPC	007
June		014	02/06/2025	Ripples Advertising	45.00	45.00	-	Co-op	006
June	AD15/LF	015	16/06/2025	Ripples Advertising	45.00	45.00	-	Sophies Nail	006

Item 7(2) - Paper C

[illegible]

[illegible]

Item 7(3) - Paper D

Code	Cost Centre and Code	Q1	Q2	Q3	Q4	Total	Budgeted	Balance	Committed
001	Administration - Audit	250.00	0.00	0.00	0.00	250.00	1,555.30	1,305.30	1,305.30
002	Administration - ICT Equipment	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
003	Administration - ICT Licences	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
004	Administration - Insurance	0.00	0.00	0.00	0.00	0.00	1,748.36	1,748.36	1,748.36
005	Administration - Loan (PWLB - Fairway Football Field)	0.00	0.00	0.00	0.00	0.00	2,346.28	2,346.28	2,346.28
006	Administration - Loan (PWLB - NewRoad)	0.00	0.00	0.00	0.00	0.00	25,212.60	25,212.60	25,212.60
007	Administration - Phone	0.00	0.00	0.00	0.00	0.00	456.00	456.00	456.00
008	Administration - Professional Fees - Payroll	0.00	0.00	0.00	0.00	0.00	214.00	214.00	214.00
009	Administration - Professional Services - Misc in Legal Advice	3971.41	0.00	0.00	0.00	3,971.41	10,000.00	6,028.59	6,028.59
010	Administration - Professional Services - SLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011	Administration - Accounting Software	0.00	0.00	0.00	0.00	0.00	1,139.00	1,139.00	1,139.00
012	Administration - Stationary and Photocopying	40.00	0.00	0.00	0.00	40.00	300.00	260.00	260.00
013	Administration - Subscriptions - IWALC & SLC	0.00	0.00	0.00	0.00	0.00	968.00	968.00	968.00
014	Administration - ICT - Email	0.00	0.00	0.00	0.00	0.00	214.14	214.14	214.14
015	Adverts and Publicity - Adverts	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00
016	Adverts and Publicity - ICO	47.00	0.00	0.00	0.00	47.00	45.00	-2.00	-2.00
017	Adverts and Publicity - Newsletter - Distribution	356.00	0.00	0.00	0.00	356.00	1,068.00	712.00	712.00
018	Adverts and Publicity - Newsletter - Printing	0.00	0.00	0.00	0.00	0.00	5,112.66	5,112.66	5,112.66
019	Adverts and Publicity - Newsletter - Ripples Honorarium	0.00	0.00	0.00	0.00	0.00	128.75	128.75	128.75
020	Adverts and Publicity - Website - Word Press	0.00	0.00	0.00	0.00	0.00	160.68	160.68	160.68
021	Adverts and Publicity - Website - Domain Name	0.00	0.00	0.00	0.00	0.00	27.04	27.04	27.04
022	Adverts and Publicity - Website - Improvements	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
023	Civic - Remembrance	0.00	0.00	0.00	0.00	0.00	250.00	250.00	250.00
024	Community and Grants - Christmas	0.00	0.00	0.00	0.00	0.00	300.00	300.00	300.00
025	Community and Grants - Christmas - Lights Replacement	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00
026	Community and Grants - Events - Civic	1876.90	0.00	0.00	0.00	1,876.90	200.00	-1,676.90	-1,676.90
027	Community and Grants - Grants S137	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
028	Community and Grants - Warm Spaces	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
029	Community and Grants - Youth Offer	750.00	0.00	0.00	0.00	750.00	10,000.00	9,250.00	9,250.00
030	Council and Councillors - Chair Allowance	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
031	Council and Councillors - Cllr training	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00
032	Council and Councillors - Election	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
033	Council and Councillors - Hall Hire	273.75	0.00	0.00	0.00	273.75	363.83	90.08	90.08
034	Provisions - Beach	3359.78	0.00	0.00	0.00	3,359.78	3,361.25	1.47	1.47
035	Provisions - Dog Bins	0.00	0.00	0.00	0.00	0.00	3,870.69	3,870.69	3,870.69
036	Provisions - Fairway Park - Tree work	0.00	0.00	0.00	0.00	0.00	1,760.00	1,760.00	1,760.00
037	Provisions - Fairway Park - Grass Cutting	439.45	0.00	0.00	0.00	439.45	1,941.98	1,502.53	1,502.53
038	Provisions - Hanging Baskets - Planting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
039	Provisions - Hanging Baskets - Watering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
040	Provisions - War Memorial Planters - Watering	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00	1,800.00
041	Provisions - Place Plan/Parish Improvement	250.00	0.00	0.00	0.00	250.00	25,000.00	0.00	0.00

042	Provisions - Isle of Wight Council's Area Place Manager for the B&	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00
043	Provisions - IWC Grounds Maintenance Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,332.00	6,332.00	6,332.00
044	Provisions - IWC Environment Officer -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,867.70	2,867.70	2,867.70
045	Provisions - Playgrounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00	0.00
046	Provisions - Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
047	Staffing - HMRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,378.00	4,378.00	4,378.00
048	Staffing - Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,938.00	37,938.00	37,938.00
049	Staffing - Salary (pension)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,915.00	8,915.00	8,915.00
050	Staffing - Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
051	Staffing - Professional Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	255.00	255.00	255.00
052	Toilets - Capital Provision x3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	0.00	0.00
053	Toilets - Clean	6067.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,067.44	32,109.74	26,042.30	26,042.30
054	Toilets - Rebuild - Lake Cliff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
055	Toilets - Rebuild - New Road	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
056	Toilets - Landscaping - New Road	3378.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,378.01	15,000.00	11,621.99	11,621.99
057	Toilets - Repair and Maintenance - General	133.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.76	2,000.00	1,866.24	1,866.24
058	Toilets - Repair and Maintenance - Slipway	1008.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,008.00	9946.38	8,938.38	8,938.38
059	Toilets - Service and Testing	297.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.00	1200	903.00	903.00
060	Toilets - Utilities - Electric	1162.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,162.39	9671.688	8,509.30	8,509.30
061	Toilets - Utilities - Water	1309.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,309.54	8804.692	7,495.15	7,495.15
062	Toilets - CCTV - Installation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1500	0.00	0.00
063	Toilets - CCTV - Maintenance and Running Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415	415.00	415.00
00Z	Unbudgeted	32.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.84	0	-32.84	-32.84
		25003.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25003.27	344676.75	227623.48	224757.24
001	Precept/IWC Grant	289,582.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289,582.00	0.0	0.00	0.00
002	VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00
003	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00
004	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00
005	Interest	379.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	379.80	2761.8	2,382.01	0.00
006	Adverts	369.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369.00	1480.0	1,111.00	0.00
007	Toilet Income	95.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.35	82.5	-12.85	0.00
		336211.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336211.28	4324.31	3480.16	0.00