

**MINUTES OF THE ANNUAL MEETING OF FISHBOURNE PARISH COUNCIL
held on 12th May 2026 at the Royal Victoria Yacht Club, Fishbourne Lane,
Fishbourne, at 5.30 pm.**

Present – Cllr Dugdale, Cllr Fontana, Cllr Hopper, Cllr Talbot and Cllr Woollin
Mrs Katie Riley (Clerk)
One member of the public

1/26-27	To elect a Chair and accept the Chair's declaration of acceptance RESOLVED: That Cllr Ed Hopper be elected as Chair for the ensuing year and his declaration of acceptance of office received and duly signed by the Clerk.
2/26-27	To elect a Vice-Chair RESOLVED: That Cllr Talbot be elected as Vice-Chair for the ensuing year.
3/26-27	No apologies received, all members in attendance.
4/26-27	No declarations of interest or written requests for dispensation received from members.
5/26-27	To approve the minutes of the meeting held on Tuesday 14 th April 2026 RESOLVED: THAT minutes of the meeting of Fishbourne Parish Council held on Tuesday 14th April 2026 be approved as a correct record and signed by the Chair.
6/26-27	To consider applications for co-option to fill the casual vacancy and to resolve to co-opt a councillor RESOLVED: THAT Dr. Ramesh Babu be cop-opted as a member of Fishbourne Parish Council and his declaration of acceptance of office received and duly signed by the Clerk.
7/26-27	To approve and adopt the Standing Orders for Fishbourne Parish Council RESOLVED: THAT the Standing Orders for Fishbourne Parish Council be approved and adopted.
8/26-27	To approve and adopt the Financial Regulations for Fishbourne Parish Council RESOLVED: THAT the Financial Regulations for Fishbourne Parish Council be approved and adopted.
9/26-27	To appoint an Internal Auditor RESOLVED: That Mrs Maxine Warr be re-appointed as the Internal Auditor for 2026/27 and fee of £75.00 agreed.
10/26-27	To appoint representatives to outside bodies RESOLVED: That the following appointments be made: <ul style="list-style-type: none"> • IW Association of Town and Parish Councils (Cllr Hopper with Cllr Fontana deputising) • Wightlink (Cllr Dugdale) • IWC Environment and Sustainability Forum (Cllr Talbot) • Wootton Creek Fairways Association (Cllr Talbot)
11/26-27	To review the Council asset register RESOLVED: That Asset Register be approved and the condition of assets to be regularly reviewed by members. There was discussion about the laptop first purchased in 2016 which was now running very slow and its replacement to be considered at a future meeting.
12/26-27	The Clerk had obtained two quotations for the renewal of the Council's Insurance Policy from 01 June 2026. RESOLVED: To proceed with the quotation from Zurich Municipal at a premium of £300 including insurance premium tax at 12% to start from 1st June 2026.
13/26-27	To confirm the council's eligibility to exercise the General Power of

	<p>Competence RESOLVED: That the council's eligibility to exercise the General Power of Competence be confirmed with at least 2/3rd of the council being elected and a qualified clerk in post.</p>
14/26-27	<p>To receive all members' signed GDPR Security Compliance Checklist RESOLVED: That all members' signed GDPR Security Compliance Checklists be received by the Clerk.</p>
15/26-27	<p>To review and adopt Council policies: RESOLVED: That the following Council's policies be duly adopted en bloc for 2026:</p> <ul style="list-style-type: none"> • Code of Conduct • Complaints Procedure • Press/media policy • Filming • Data Protection Policy • Privacy Notice • Data Retention and Disposal Policy • Retention of Documents Appendix • Freedom of Information Policy • Publication Scheme Freedom of Information • IT Policy • Data Map
16/26-27	<p>To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year RESOLVED: That ordinary meetings of the council take place on the 2nd Tuesday of each month at 6.30pm at the RVYC, except for August when there is no meeting, and January when the meeting is held in the Victoria Room at the Wightlink Terminal.</p>
17/26-27	<p>To review the bank signatories RESOLVED: That current signatories Cllrs Hopper and Dugdale be confirmed.</p>
18/26-27	<p>To approve the Financial Risk Assessment. RESOLVED: That the Financial Risk Assessment be approved.</p>
19/26-27	<p>To receive and note the Annual Internal Report 2025/26. RESOLVED: That the Annual Internal Report 2025/26 and recommendation to ensure the website is accessible be noted and actioned at a future meeting.</p>
20/26-27	<p>To confirm that there are no conflicts of interest with BDO LLP RESOLVED: That there are no conflicts of interest with BDO LLP.</p>
21/26-27	<p>To approve and sign the Annual Governance Statement 2025/26 RESOLVED: That the Annual Governance Statement 2025/26 be approved and signed by the Chairman.</p>
22/26-27	<p>To approve and sign the Accounting Statements 2025/26. RESOLVED: That the Accounting Statements 2025/26 be approved and signed by the Chairman.</p>
23/26-27	<p>To approve and sign the Certificate of Exemption 2025/26. RESOLVED: That the Certificate of Exemption 2025/26 be approved and signed by the Chairman.</p>
24/26-27	<p>To confirm the dates of Wednesday 3rd June 2026 to Tuesday 14th July 2026 for the exercise of public rights RESOLVED: That the dates of Wednesday 3rd June 2026 to Tuesday 14th July 2026 for the exercise of public rights be confirmed.</p>
25/26-27	<p>To approve the Bank Reconciliation for April 2026 RESOLVED: That the Bank Reconciliation for April 2026 be approved.</p>
26/26-27	<p>To approve the Payment Schedule for May 2026</p>

	<p>RESOLVED: That the following payments totalling £1632.80 be approved:</p> <table> <tr> <td>K. Riley</td> <td>May expenses</td> <td>£60.79</td> </tr> <tr> <td>Community Action IW</td> <td>May payroll</td> <td>£886.51</td> </tr> <tr> <td>M Warr</td> <td>Internal Audit</td> <td>£75.00</td> </tr> <tr> <td>Wight Print</td> <td>Newsletter</td> <td>£198.00</td> </tr> <tr> <td>RVYC</td> <td>Spruce Up</td> <td>£112.50</td> </tr> <tr> <td>Zurich Municipal</td> <td>Insurance</td> <td>£300.00</td> </tr> </table>	K. Riley	May expenses	£60.79	Community Action IW	May payroll	£886.51	M Warr	Internal Audit	£75.00	Wight Print	Newsletter	£198.00	RVYC	Spruce Up	£112.50	Zurich Municipal	Insurance	£300.00
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27/26-27	<p>To consider the following planning application: Application No: 26/00551/RVC Location: Ashdown House Ashlake Farm Lane PO33 4LF Proposal: Variation of condition 2 on 25/00596/HOU to allow for revised design and materials</p> <p>RESOLVED: That Fishbourne Parish Council have no objection to this application.</p> <p>The Clerk advised that notification had been received about another new planning application which she would invite comments on via email: Application No: 26/00527/HOU Location: 124 Fishbourne Lane PO33 4EU Proposal: Proposed alterations to front elevation to include new garage door; alterations to fenestration and materials; replacement roof; alterations to porch to include new steel frame lantern and glass fan light</p>																		
28/26-27	<p>To receive the following reports (for information only):</p> <p>a. Chairman – the Chairman reported on another abandoned car on Ashlake Farm Lane which he had referred to Island Roads.</p> <p>b. Clerk – the Clerk had circulated a written report which had been noted by members.</p> <p>c. Island Roads – Cllr Dugdale reported that Wightlink had been working with other Island-based organisations to express their dissatisfaction about the amount of road works and closures so far in 2026 and the impact on their businesses. An open letter had been written to Island Roads.</p> <p>d. Other councillor reports, including IWALC – though members had not been able to attend, presentation slides had been circulated by the county officer following the latest IWALC Topic meeting.</p> <p>e. IW Councillor Ian Dore was not in attendance and had not provided a report.</p>																		
29/26-27	<p>To receive an update following the latest partnership meeting with Wightlink held on Tuesday 5th May. Cllr Dugdale had circulated a written report (appended to these minutes) following the latest partnership meeting she and Cllr Fontana had attended on Tuesday 5th May. It had been a good meeting and the next meeting was scheduled for 9.30am on Wednesday 22nd July.</p>																		
30/26-27	<p>Members reported on another successful Spruce Up Day held on Saturday 25th April where at least 12 volunteers had come to help.</p>																		
31/26-27	<p>To agree on the specification for a new noticeboard at the top of Fishbourne Lane</p> <p>RESOLVED: For this item to be deferred to the next meeting.</p>																		
32/26-27	<p>Correspondence</p> <p>The Clerk had circulated correspondence received including a request for guidance from Wootton Bridge Parish Council regarding organising Biosphere Festival Events which Cllr Fontana had responded to, and information from Martin Gulliver re. the UK Emissions Trading Scheme (ETS).</p>																		
33/26-27	<p>The following agenda items were requested for the next meeting:</p> <ul style="list-style-type: none"> • Fishbourne Lane noticeboard • Website 																		

	<ul style="list-style-type: none"> • Laptop • Newsletter
34/26-27	The date of the next scheduled meeting is Tuesday 9 th June to be held at the Royal Victoria Yacht Club, Fishbourne Lane, at 6.30pm

There being no further business, the Chair closed the meeting at 6.35 pm

Signed as a true record

Chairman..... 9/6/26