

ROOKLEY PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD WEDNESDAY, 6TH MAY 2026
At 7.30 PM IN THE VILLAGE HALL, HIGHWOOD LANE, ROOKLEY,
ISLE OF WIGHT PO38 3NN

PRESENT: Chair: Cllr C Willis
Cllrs: E Wills, I RigaudBarrett, C Hollingshead
Parish Clerk: S Woods
1 Member of Public
PCSO Justin Keefe

The Chairman welcomed everyone to the meeting and asked if there were any questions.

The resident made mention to some Facebook sites she had found; Rookley Community and Information Group and Rookley Noticeboard and encouraged Cllrs to get involved and said perhaps the PC could also use these.

PCSO Keefe said speeding was always an issue in the village. It was noted that the speed camera had been in the village regularly and had improved the problem. This concern would continue to be monitored.

Mention made of large tractors coming along Niton Road, taking out verges and hedges and the mirrors of which hitting a cottage.

Beat Surgeries were not regularly held in the village but PCSO Keefe said he got feedback from residents if he had his lunch in the Co-op car park, or parked elsewhere in the village.

It was noted The Lakes had its own security, which was good.

Discussion on quad bikes, local youth services, and a hard core installed in the AONB, which was felt to be a Planning Enforcement issue. It was noted the Parish had a fairly low crime rate.

PCSO Keefe agreed to send through a card and new poster for the PC noticeboard and he left the meeting, along with the resident.

417/26-27 ELECTION OF CHAIRMAN:

Cllr Wills proposed Cllr Willis, seconded Cllr RigaudBarrett.

There being no further nominations, it was **resolved** Cllr Willis be Rookley Parish Council Chairman and he took the Chair.

418/26-27 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:

The Chairman and Clerk duly signed the Chairman's Declaration of Acceptance of Office.

419/26-27 ELECTION OF VICE-CHAIRMAN:

Cllr Willis proposed Cllr RigaudBarrett, seconded Cllr Hollingshead.

There being no further nominations, it was **resolved** Cllr RigaudBarrett be Vice-Chairman. He did comment that it did not mean he would automatically become Chairman in the future.

420/26-27 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:

IWALC – currently Cllr E Wills – agreed she continue.

Central Rural Liaison Group – currently Cllr C Willis – agreed he continue.

Public Realm – Cllr Willis agreed to continue receiving these emails. Cllr Wills asked to be taken off their mailing list.

Action: Clerk

421/26-27 APOLOGIES FOR ABSENCE: Cllr R Jones, Ward Cllr C Gladwin
Cllr Hollingshead apologised as he would have to leave at 9 pm for work.

422/26-27 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

1. To receive any pecuniary or non-pecuniary interests:

DECLARATIONS OF INTEREST Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.

Cllr Willis declared an interest in Rookley Village Hall/Association, as he is a Trustee and with regards to the planning application which is on the agenda, as he lives next door.

2. To receive and consider any written requests for dispensation: none received.

423/26-27 MINUTES OF THE LAST MEETING:

Resolved the last sentence in the paragraph on Highwood Grove Footway, at the bottom of page 2 be struck out and the Minutes of the last meeting held 1st April 2026 be approved and signed.

424/26-27 TO RECEIVE REPORTS/INFORMATION FROM:

1. The Clerk: the Clerk's report was noted, and will be attached to the Minutes, for information.

Website and Emails – The website is now up and running and comes up when you search for RPC. Invoice for this in Payments for Accounts. There are two extra charges from the original quotation – one for setting up email accounts and migration of Clerks email account, which the Chairman agreed the cost of £60, and due to needing 10 gb of email size, rather than the quoted 5 gb, £110.

Cllrs felt if the Clerk reduced the emails that she stored, this could reduce the size of storage required and the fact email folders are storage both new and old email addresses, this could be an issue.

Emails – the Clerk asked how Cllrs were getting on with setting up the gov.uk email addresses. Cllr Willis had installed his new email address on his laptop okay but having problems with mobile and tablet. He had received advice on this from Town and Parish Council Websites, who asked if Cllrs did have problems, to send her a screenshot (noted an app for screenshots could be obtained from Playstore).

It was agreed this go on the June agenda, for Cllrs to sort out their new email address. Cllr Willis did offer to help Cllrs.

Resident had copied Clerk into emails:

1. He had emailed Cllr Gladwin regarding The Lodge planning application.

Copied in Clerk to Cllr Gladwin's reply from Head of Planning, who advised her that:

Planning do not respond to individual comments, instead they read all comments and consider issues raised. When relevant and material planning considerations are raised, these are reflected in the Officer Written Justification.

Regards Highways and Road Safety – the local planning authority will also take advice on these matters from Island Roads and their comments are available on line and will be reflected in the LPA decision and Officers Written Justification.

S106 contributions – Officers will consider requests for contributions in the context of national planning practice guidance. To comply with this, any obligation must comply with three tests:

- i. Necessary to make the development acceptable in planning terms.
 - ii. Directly related to the development.
 - iii. And fairly and reasonably related in scale and kind to the development.
2. Submitted a complaint to IWC regarding unsafe pedestrian crossing in Rookley, absence of pedestrian refuge and failure to apply appropriate design standards, together with photographs.

3. To Cyclewight asking for an update on the bridleway upgrades and whether satellite imagery could be used for the survey.

Cyclewight – resident received update from them confirming they did pay for an outline survey. The follow up would be a big commitment from them as it would be between £5–8 thousand. Meeting with Walk, Wheel and Cycle Trust (was Sustrans) next week to see how they have changed the way they operate and see if they can tap into their expertise. The Government is putting money into Active Travel but very much aimed at urban travel.

4. To MP re road safety issues.

2. The Chairman:

Highwood Grove – glad to see pathway now installed. Concerns over dropped kerbs being installed where they have been, with no safe refuge and these encouraging people to cross at this busy point. He believed the idea was to bring people further towards the village to cross. Feels Zebra Crossing is still needed – all agreed.

Commented the bridleway is still blocked – little attempt been made to make sufficient clearance for horse and rider to get through, with barriers and fencing still there. Landscaping work still to take place.

Skate Park – he had put white tape on the notice which said the nearest phone box was at the Village Green (there was no longer a phone box at this location). This had been pulled off, so he would try again and if failed this time, he would paint over it. Noted RoSPA safety inspection being undertaken this month.

Dog Fouling – reported there is an issue again in the alley from Dolcroft Road to Main Road.

Clerk asked to contact Public Realm Officer to put up stickers again.

Action: Clerk

3. Parish Councillors:

Cllr Wills:

IWALC – asked Cllrs to note an email on English Devolution and the Community Empowerment Act and new Laws, which she tabled.

Topic meeting slides had been received on ‘We the 33’ which she said looked interesting – aiming for Mission Zero. The Chairman agreed to look into this further.

New Councillor Training was to take place on 13th June – examining the fundamentals of Parish/Town Councils and how they operate and 18th June there will be an on-line Zoom Topic meeting with a representative from the IOW Ramblers Association.

Island Roads – reported concerns over the concrete apron at the entrance to the Village Hall with regard to the ditches in Highwood Lane, the culvert needed cleaning out as it was blocked and water runs across the entrance. Clerk to ask Island Roads to check the culvert. **Action: Clerk**

Cllr Hollingshead:

Pavement – he reported the pavement between the Tin Hut and corner of Highwood Lane was overgrown and asked if he could use his company to strip it back to the edges – all agreed and thanks given. It was noted E Read cuts this area.

4. Ward Councillor:

Cllr Gladwin submitted a report after giving her apologies to the meeting, as she was very busy with her re-election campaign.

Highwood Grove s106 monies – established these were paid in March 2025 by Captiva to the Council. These funds (13k) are now available to be spent as appropriate. Discussion followed on what this money could be spent on. Rights-of-Way are aware these monies have been received. Clerk to contact IWC and ask if it could be used to extend the footway on the corner of Highwood Lane, that the PC had asked for.

Action: Clerk

Road Safety – Resident has informed her of a serious road safety problem and she is in the process of trying to resolve it.

Also mentioned a couple of Central Rural Ward matters.

Member of public arrived.

425/26-27 FINANCES:

1. **To approve payments and note receipts** – circulated to Cllrs. **Resolved** these be paid.

MAY MEETING - ACCOUNTS FOR PAYMENT

3	Lloyds Bank	Monthly Service Charge	4.25
4	Sally Woods	April Salary	519.48
5	Bright Brown	Quarterly Payroll Services	101.16
6	Maxine Warr	Internal Audit Fee	75.00
7	Eddie Read	2 x Grass cuts to Rookley Green	190.00
8	Clear Councils	Annual Insurance Premium	527.05
9	Parish Council Websites	Setting up new website, migration of content from existing website £849, annual website and email hosting and maint 10gb mailboxes £440. Annual gov.uk domain registration fee £60, setting up email accounts and migration of 1 email account £80	1,429.00
TOTAL			£2,845.94

Cllrs **resolved** to hold back £110 (for the extra 5gb for the emails) and £60 for the email set up as they felt due to the Clerk having folders for both the old and new email addresses, this may be causing the larger storage issue and the Cllrs had yet to set up their new email addresses due to various issues.

2. **To note the bank reconciliation to the end of April 2026** - noted.

426/26-27 PLANNING:

1. **Updates:** Noted the Cridmore Farm application had been refused.
2. **To agree comments on applications (for each application 5 minutes are allowed for applicant/objector etc. to comment):**

26/00437/HOU Jubilee, Niton Road, Rookley: Proposed single storey extension to existing garage. The PC had no objections.

427/26-27 CHAIRMAN TO SIGN THE AGREEMENT BETWEEN ROOKLEY VILLAGE ASSOCIATION AND ROOKLEY PARISH COUNCIL FOR USE OF LAND AS A PLAY AREA:

The Chairman signed both copies of the agreement, the PC retained one copy and the other he will return to RVA.

Action: CW

428/26-27 TO DISCUSS AND DECIDE WHETHER TO APPROVE THE COSTINGS FOR THE REPAIR AND UPGRADES TO THE SKATE PARK: No costings received – future agenda item. The Chairman reported on positive comments he had received from users, who travelled from Ventnor and Yarmouth and said how good John Cattle was. Clerk to chase costings and mention made of an event to promote the Skate Park once works done.

Action: Clerk

429/26-27 TO REVIEW THE PARISH COUNCIL CODE OF CONDUCT: The PC reviewed this document and no changes were made.

Island Roads – Resident reported she had written to Island Roads three times asking them to clear the culvert in Highwood Lane. They clean out the ditches and leave material on the side, which gets washed back in and bungs things up under the road. Discussion on where the water travels and problems. Clerk asked to add this to email under Cllr Wills report. **Action: Clerk**

430/26-27 DATE OF NEXT MEETING: Wednesday 3rd June 2026 at 7.30 pm.

Future Agenda items:

To adopt a Data Protection Policy

Local List (of s106 items).

Village Green Policy.

Document Retention Policy.

The meeting closed at 9 pm.

MAY CLERKS REPORT

Website: Very pleased to report that the new PC Website is now up and running!

rookleyparishcouncil.gov.uk

New email addresses: Cllrs having problems accessing these. Hopefully issues will be resolved by the time of the meeting.

Planning Updates: Pidford Manor Main Road, Rookley Ref: 25/01801/FUL – Proposed ground mounted solar array. The Parish Councillors had no objections to this application, comment submitted accordingly.

Skate Park: Thanked John Cattle for attending April meeting and said PC await his prices. Agenda item.

Highwood Grove s106 monies: Further to Cllr Gladwin emailing Captiva, they emailed to confirm that the s106 payment of £13,000 was made to the IWC on 13th March 2025.

Rights of Way had not been notified that the s106 monies had been paid and are available. They are contacting Planning for confirmation of this. At one point they had earmarked the funding towards a Cycle Wight scheme as a contribution towards the provision of a surface to bridleway A37, to improve access between the village and the Newport to Sandown cycle route. They believe Cycle Wight may have approached the PC at this point (which of course they did). At the present time there are no firm plans in this respect (or for any other spend of the contribution, once received). The s106 agreement provides that the 13k be used towards the delivery of public rights of way/sustainable transport improvements within the Parish of Rookley. They believe the PC would need to submit details of its proposals and spend to Planning, RoW and possibly Highways. Obviously, the PC's main concern was that the money had been paid. Not aware of any plans for the PC to spend the money?

Highwood Grove complaint re protracted works and disruption – Resident emailed regarding this and later sent photo showing the bridleway had been completely blocked. Emailed Captiva for an update on when works likely to be completed and how they can minimise disruption. Also mentioned the Skate Park and asked if they would be willing to contribute to upgrades. Not heard. Rights of Way took action regarding the bridleway closure, so left this for them to sort out – later heard it had been unblocked.

The Lodge planning application Ref:25/01332/OUT – resident copied PC into email sent to Cllr Gladwin expressing concerns over this development. Clerk acknowledged and asked him to send PC his reply.

Precept – confirm the PC have received the 2026-27 Precept from the IWC for £18,695.

VAT Reclaim – received £234.49.

IWC Public Realm Officer Agreement – PC had agreed they give a good service and the payment for 2026-27 of £1,489.28 (at the March 2026 meeting). Agreement sent to Chairman for him to also check through and signed and returned.

Data Protection Fee – email notice received that this will be paid by Direct Debit around 15th May 2026. See accounts. Have also amended contacted details.