



Kawhia Community Board

# MINUTES

1 November 2013

## KAWHIA COMMUNITY BOARD

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Minutes of the first ordinary meeting of the triennium of the Kawhia Community Board held in the Community Boardroom, Jervois St, Kawhia on Friday 1 November 2013 commencing at 1.05pm.

## MINUTES

Minutes are unconfirmed and subject to amendment at the next meeting of the Board.

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## **PRESENT**

Mr CE Jeffries, Cr DM Pilkington, Mr AJ Rutherford and Mr DM Walsh.

## **IN ATTENDANCE**

His Worship the Mayor, Mr MM Baxter, Messrs DC Clibbery (Chief Executive & Engineering Manager) and CA Tutty (Governance Supervisor).

## **APOLOGY**

**Resolved** that the apology received from Ms A Gane be sustained.

### **Cr Pilkington / Mr Rutherford**

The Chief Executive declared the meeting open and welcomed those present.

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

Mr Rutherford suggested that an invitation be extended to the Community Constable to attend meetings of the Board on a regular basis to provide an update for Members. He felt that Board Members need to be proactive in dealing with problem issues within the Community and to 'get a handle' on Community issues. Cr Pilkington advised that this has been the practice in the past and that either the Chair or herself have spoken to the Constable to let him know that the Board is having a meeting. The Chief Executive advised that he felt the matters being discussed with the Constable should be carried out in a workshop situation.

Mr Rutherford also reported that Ms Virginia Shaw wishes to meet with the Board regarding the replanting of the Kaora track tomorrow at 9.00am. Cr Pilkington replied that this matter is on Matters Referred for the Board to decide on a suitable date.

## **CONFIRMATION OF MINUTES – 20 SEPTEMBER 2013**

**Resolved** that the minutes of the meeting of the Kawhia Community Board held on 20 September 2013, as previously circulated, be approved as a true and correct record of that meeting.

### **Cr Pilkington / Mr Jeffries**

## **MATTERS ARISING**

### **RATES REBATE SCHEME**

Cr Pilkington reported there was a slight increase in the number of applications made under the Rates Rebates Scheme when Council staff visited Kawhia recently. She said staff answered a number of other queries while they were in Kawhia.

### **KAWHIA HARBOUR SERVICES**

Cr Pilkington informed Members that staff have produced a list of issues relating to the Kawhia wharf and pontoon.

### **BARBECUE – FORESHORE**

Mr Jeffries reported that local Contractor, Merv Lane, has approached him regarding the cleaning of the new barbecue and advised that his work schedule is unable to keep up with the demand. He said he would take a photographic record of the barbecue for discussion with Council's Community Facilities Officer. Mr Rutherford reported that no water is available for the cleaning of the barbecue and that birds are fouling the facility. He said discussion needs to be held on the

installation of netting to prevent this from happening. Mr Jeffries advised that birds are nesting in an area above the barbecue. Mr Rutherford offered to install appropriate netting.

### **LIQUOR CONTROL BYLAW**

Mr Jeffries requested an update on where Council is at regarding the amendments to the Liquor Control Bylaw 2007. The Chief Executive replied that three submissions have been received to date, two of which are quite 'left-side' and one in favour of some greater restrictions. Cr Pilkington reported that the Board needs to consider preparing a submission giving an indication of what it wants. The Chief Executive advised that staff were not expecting it will be necessary to hold a hearing on the matter.

### **COMMUNITY PROJECTS TRUST**

Mr Jeffries referred to the issue of moving a center bollard to enable vehicles to access the area behind the Museum.

### **PUTI RESERVE**

Cr Pilkington reported that Council has resolved to carry out and fund the regular mowing of the Puti Reserve.

### **COMMUNITY NOTICEBOARD**

Mr Rutherford raised the issue of whether the Community Noticeboard is actually warranted as many local premises are using their windows for display purposes. Cr Pilkington suggested that the Board wait to see whether there is a demand for a Community Noticeboard.

### **JERVOIS STREET TOILETS**

Members were advised that the cleaning of the Jervois Street toilets has been undertaken at a different time from the usual times as these were being cleaned by a stand-in person.

### **CONFIRMATION OF MINUTES – 26 SEPTEMBER 2013**

**Resolved** that the minutes of the meeting of the Kawhia Community Board held on 26 September 2013, as previously circulated, be approved as a true and correct record of that meeting.

### **Cr Pilkington / Mr Jeffries**

### **COUNCIL APPOINTMENT**

The Chief Executive informed Members that Cr Pilkington was appointed by Council as its representative on the Kawhia Community Board.

### **REPORTS**

#### **Item 1            DECLARATION BY MEMBERS**

##### **Discussion**

Each Member completed their oral and written declarations pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

**Item 2                  ELECTION OF CHAIRPERSON****Discussion**

The Chief Executive presented a report informing Members that under Clause 37 of Schedule 7 of the Local Government Act 2002 this requires every Community Board to elect one Member to be Chairperson. He said the Schedule also specifies two alternative systems of voting, one of which must be adopted by resolution of the Board prior to any appointment being made.

**Resolved**

The voting system to be used for the election of Chairperson of the Kawhia Community Board shall be System A, as described in the report.

**Cr Pilkington / Mr Jeffries**

The Chief Executive called for nominations for the office of Chairperson of the Kawhia Community Board for the ensuing three years.

Mr Rutherford nominated Mr Jeffries for the position. Mr Walsh seconded the nomination. There being no other nominations, Mr Jeffries was declared elected Chair of the Kawhia Community Board for the ensuing three years.

Mr Jeffries assumed the Chair.

Mr Jeffries thanked Members for their support and that he will do his very best for the Community

**ACKNOWLEDGEMENT**

Mr Jeffries said he would like to acknowledge previous Board Members Mrs Jan Bennett and Mr Lou Sherman for their individual and collective contributions to the Community and for working well with other Members of the Board.

Mr Jeffries also requested an acknowledgement and thanks be forwarded to the previous Chair, Mr Hano Ormsby, for his contribution over the past six years, three as Chair of the Board. He said Mr Ormsby had achieved a great deal during his time and that it was disappointing that his contribution was not recognised in the recent Local Government elections.

Mr Jeffries congratulated the new Board members Mr Alan Rutherford and Mr Dave Walsh on their election to the Board and said he looked forward to working with them in the future.

**Resolved**

That letters of thanks and appreciation be forwarded to Mrs Bennett and Messrs Ormsby & Sherman as outlined above.

**Chair / Cr Pilkington****Item 2                  ELECTION OF DEPUTY CHAIRPERSON****Discussion**

The Chief Executive referred to his report advising that the Board may elect or otherwise appoint a Deputy Chairperson if it wishes to do so. He said under Clause 37 of Schedule 7 of the Local Government Act 2002 there is no requirement for a Community Board to have a Deputy Chairperson, and specific remuneration for such a position is not defined by the Remuneration Authority. The Chief Executive advised however, should the Board wish to appoint a Deputy Chairperson it could use the same process as is employed to appoint the Chairperson.

Mr Rutherford questioned whether the Board actually requires a Deputy Chairperson. Mr Jeffries replied that this would be up to the Board however, in the past a Deputy Chairperson has been appointed. The Chief Executive advised, from a practical perspective, it may be advantageous for the Board to appoint a Deputy Chairperson, to accommodate occasional situations where the Chair has a conflict of interest or otherwise unable to chair part or all of a meeting.

Cr Pilkington reported that similar discussion was held at a recent meeting of the Otorohanga Community Board however, it was agreed that there is value in having a Deputy Chairperson in place rather than attempting to get a member at a time when this is required.

The Chair called for nominations for the office of Deputy Chairperson for the Kawhia Community Board for the ensuing three years.

Mr Rutherford nominated Cr Pilkington as Deputy Chairperson. Mr Walsh seconded the nomination. There being no other nominations, the Chair declared Cr Pilkington elected Deputy Chair of the Kawhia Community Board for the ensuing three years.

#### **Item 4                   ELECTED MEMBERS GENERAL EXPLANATION**

##### **Discussion**

The Chief Executive gave a general explanation of –

- a. A General Explanation to Elected Members, including
  - i. Local Government Official Information and Meetings Act 1987;
  - ii. Local Authorities (Members Interests) Act 1968;
  - iii. Crimes Act 1961, Sections 99, 105 and 105A;
  - iv. Secret Commissions Act 1910;
  - v. Securities Act 1978;
- b. The Otorohanga District Council Code of Conduct;
- c. The role and employment of the Chief Executive.
- d. Standing Orders adopted by Council NZS9202.2003
- e. Key documents and processes of Council

The Chair thanked the Chief Executive for his presentation and that he is sure all Members will be comfortable with the requirements of their position.

#### **Item 5                   DELEGATIONS FROM OTOROHANGA DISTRICT COUNCIL**

##### **Discussion**

The Chief Executive presented a report informing Members that Council is required to delegate specific responsibilities to the Community Boards. He said this Council has a high level of delegation to both the Otorohanga and Kawhia Community Boards.

The Chief Executive referred Members to the delegations, in particular swimming pools, and advised that this activity should ‘sit’ with Council. Furthermore, he referred to medical centres and said this will be deleted as Council’s only involvement is in the provision of the building occupied by the Kawhia Medical Centre. The Chief Executive further advised that the functions of cemeteries will be included on the list. Cr Pilkington reported that all of the above are District funded.

Cr Pilkington highlighted the fact that the forthcoming Estimates meeting has not been highlighted in the agenda however, it is envisaged this will be held on Friday 28 March 2014. She said she could not stress enough how important this meeting is for Members to attend. The Chair referred to the Review and Funding Policy and said this will be an exercise to consider as to how this is budgeted.

##### **Resolved**

That the Chief Executive’s report be received.

**Mr Rutherford / Cr Pilkington**

**Item 6 APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS & COMMITTEES**

**Discussion**

The Chief Executive referred to his report advising that under Clause 30 of Schedule 7 of the Local Government Act 2002 this allows Community Boards to appoint such committees, sub-committees, joint committees or other subordinate decision making bodies as it considers appropriate.

Members were informed that Cr Pilkington is Council's representative on the Sport NZ Rural Travel Fund Committee.

Members agreed that Mr Walsh be a member of the Housing for the Elderly Committee however, the matter of representation on the Creative Arts Committee be left to the Chair to finalise.

**Resolved**

That the following appointments be made –

- |                                      |   |
|--------------------------------------|---|
| 1. Housing for the Elderly Committee | Mr Walsh (Member),<br>Mr Rutherford (Alternate) |
| 2. Creative Arts Committee           | Chair to finalise                               |
| 3. Sport NZ Rural Travel Fund        | Cr Pilkington                                   |

**Mr Rutherford / Mr Walsh**

**Item 7 KCB PROPOSED SCHEDULE OF ORDINARY MEETING DATES DECEMBER 2013 – DECEMBER 2014**

**Resolved**

That pursuant to Clause 19 of the Seventh Schedule to the Local Government Act 2002, I hereby give notice of the time and date for the ordinary meetings of the Kawhia Community Board for the period December 2013 - December 2014.

<b>Friday</b>	13 December 2013
	24 January 2014
	28 March 2014                  Estimates
	23 May 2014
	25 July 2014
	26 September 2014
	28 November 2014

**TIME:** Board meeting commence at **1.00pm** unless otherwise indicated on the Agenda.

**VENUE:** Kawhia Community Boardroom, Kawhia.

**Mr Rutherford / Mr Walsh**

**Item 8 APPLICATION FOR TEMPORARY ROAD CLOSURE – OPARAU WHALEBOAT REGATTA**

**Discussion**

The Chief Executive summarised the Engineering Support Officer's report on an application received from the Oparau Whaleboat Rowing Club for road closures within the Kawhia Community for the purpose of holding the Oparau Whaleboat Regatta and associated activities.

**Resolved**

That approval be granted for the following road closure -

Purpose: Oparau Whaleboat Regatta

Dates: Friday, 3 January 2014

Details of Closure: **OMIMITI STREET** – from the Kawhia Fish Shop to Kaora Track

**Period of Closure:** 9.30am to 3.00pm

With the following conditions imposed:

1. No objections are received from the NZ Police Department or the NZ Transport Agency.
2. Persons will be allowed through in the event of an emergency.
3. The Oparau Whaleboat Rowing Club is to pay for all advertising costs in appropriate newspapers. Public notice advertisements are to be published in the Waitomo News.
4. Council will prepare a traffic management plan for the closure that complies with the NZ Transport Agency Code of Practice for Temporary Traffic Management and the provision of signage for the event.
5. During the road closure period, the Oparau Whaleboat Rowing Club is solely responsible for adequate sign posting and policing of the roads to be closed to ensure that no vehicles have access to the closed portion of road, which includes arranging delivery, erection and staffing of all road closure barriers, and the removal thereof after closures.
6. The Oparau Whaleboat Rowing Club are to obtain signatures of residents and businesses affected, confirming notification that the proposal has been received.
7. Oparau Whaleboat Rowing Club is responsible for obtaining public liability insurance (and paying the cost thereof) to a minimum value of \$2,000,000. This is required to indemnify Council against any damage to property or persons as a result of activities during the road closure period. Council requires that it is held covered under the terms of such policy and accordingly the policy is required to be in both parties' names on the form prescribed by Council.
8. Signs advising of the road closures are to be erected at the start and end of the closed portions of roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure.

**Cr Pilkington / Mr Walsh**

**Item 9 MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2013**

**Discussion**

The Chief Executive presented the Management Accounts for the period ending 30 September 2013 including a summary page of the accounts. He informed Members that a number of the accounts will contain a full years rates and insurance premiums as these are paid at the commencement of the new financial year.

The Chief Executive further advised that the upgrade of the Water Treatment Plant is about to commence. There is a \$200,000 subsidy approved from the Ministry of Health for this work.

The Chief Executive answered Members queries during the remainder of the presentation.

The Chair requested that staff check the depreciation figure under the Kawhia Community Centre.

### **Resolved**

That the Draft Management Accounts for the Kawhia Community Board for the period ended 30 September 2013 be received.

### **Mr Walsh / Cr Pilkington**

#### **Item 10            KCB MATTERS REFERRED FROM 20 SEPTEMBER 2013**

##### **Discussion**

The Chair took Members through Matters Referred.

#### **COMMUNITY RESERVES**

The Chair reported that Board item i. 25 May 2012, has been deferred for consideration by the new Board. He suggested that a Community tour be undertaken around the Christmas/New Year period for Members to obtain an understanding of the areas in and around the Community which they would like to see improved.

It was agreed that such a Community tour be undertaken on 13 December 2013 and for this to include Virginia Shaw and John Dodgson to assist them in considering a wider Community Landscape Plan for both Communities.

Messrs Rutherford & Walsh undertook to meet with Virginia Shaw tomorrow at 9.00am as requested by her.

#### **ENTRY BEHIND KAWHIA COMMUNITY HALL & MUSEUM**

It was agreed that this item has been dealt with by the Community Projects Trust.

#### **VEGETATION – POUEWE STREET BANK**

The Chief Executive advised that Council's roading staff will cut back the vegetation on the embankment in due course.

#### **LYCH GATE**

Members were informed that documentation is required from Virginia Shaw to support payment for the renovation of this gate. It was agreed that previous minutes be checked to confirm the amount agreed to.

#### **GENERAL**

#### **ISSUES FOR CONSIDERATION**

The Chair circulated a list of issues for consideration by the new Board. This comprised the following –

- i.       Water supply upgrade (updated report including timelines)
- ii.      Waiwera Street subdivision (updated report briefing)
- iii.     Development of tourism opportunities
- iv.     Streets and footpaths
- v.      Follow up of public forums

- vi. Continuation of informal reporting from Kawhia's Community Constable prior to Board meetings
- vii. Asset Management Plans for Kawhia/Aotea infrastructure – when reviewed
- viii. Kaora Track
- ix. Carved Pou for top/bottom of steps
- x. Liquor Ban proposal
- xi. Upgrade playground equipment / barbecue area, relocate rubbish bin to barbecue area
- xii. Sewerage – disposal fields
- xiii. Joint approach by Mayors/Chief Executives of Otorohanga / Waitomo to Ministry of Health for financial assistance for wastewater Kawhia and water and wastewater for Waitomo Village.
- xiv. Reserve and parks – mown prior to any long weekends.

### **OCEAN BEACH REFUSE BINS**

Discussion was held on the provision and use of refuse bins in areas like the boat ramp and at Ocean Beach. Members agreed at the present time there is no simple answer to remedy the situation.

### **KAWHIA NATIVE NURSERY**

Members were informed that Ms Gane has requested that this matter be left with her for a further month.

### **KAREWA SEATING**

Mr Rutherford reported that the seats under the Pohutukawa trees at Karewa were vandalised approximately three weeks ago.

### **TEAM BUILDING EXERCISE**

His Worship informed Members that a Council team building exercise will be held on Saturday 23 November 2013 at 12.30pm in the Tuatara Room at the Otorohanga Kiwi House. He said the exercise will be facilitated by Mr Roger Brady.

### **KAWHIA WATER TREATMENT UPGRADE**

The Chief Executive reported that the proposed upgrade is to improve the quality of the water to meet the Ministry of Health (MoH) Drinking Water Standards. He outlined the process that will be required. The Chief Executive advised that the MoH expects Council to provide treated water rather than filters being installed at individual households. He confirmed that the Contract has gone out to tender, the estimated project cost being \$300,000, with a \$220,000 subsidy approved for this work.

### **MEETING CLOSURE**

The meeting concluded at 4.02pm.

### **CHAIRMAN:**

**DATE:** 13 December 2013