

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 6th April, 7.30pm, by Zoom video conference due to Covid19 Level 4 restrictions

Present: Allan Dodson (Chair), Dave Anderson, Robin Jones (Minute secretary), Carolyn Williams, Peter Walters, Don Gray, Warrick Procter, David Verrinder, Chris Collins

Councillors: Jenny Brash (GWRC), Euon Murrell (PCC)

Visitors: None

Apologies: None

1. Greetings

Allan welcomed everyone to the meeting. Robin thanked everyone for joining so promptly with their technology sorted.

2. Apologies

None.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

Peter: Security Cameras motion

Warrick: Privacy code of practice

5. Adoption of Minutes from March meeting

The draft minutes of the March meeting had been circulated by Robin. No changes were requested.

Motion:

"That the minutes of the March 2020 meeting of the executive committee of the PRA be accepted as a true and correct record."

Moved: Dave A

Seconded: Don

Carried: Unanimously

6. Matters Arising from Minutes

The action list from the previous meeting was reviewed:

Robin to contact Chris re loading meeting minutes and meeting dates to be loaded on website.

Action: Robin/Chris

Carolyn has drafted THF website stories. Robin to review.

Action: Robin

7. Councillors' Reports

Jenny (GWRC):

- GWRC are involved with WREMO activities.
- Bus & train fares free until 30 June
- Regional Parks are open but can't use toilets or campgrounds
- Rates workshop
- Wellington Water are covering any emergency work during current Covid 19 Emergency

Euon (PCC):

- First PCC meeting after lockdown this week
- Challenging times ahead, with calls for zero rate increases
- Mayor Anita Baker is in charge of WREMO response for the region

Euon also advised that Plimmerton Rotary have secured funding for 10,000 plants for the Taupō Swamp, with planting planned over three seasons.

8. PRA Covid 19 Response

Carolyn had reported by email:

As PRA has an established community communications network we have committed to keeping residents informed about the latest Covid-19 information from our local authorities and government agencies including health, social welfare and civil defence. We are also endeavouring to keep residents in touch with local events, regulations and assistance.

We have been publishing a newsletter every few days as required. Each item in the newsletter is then edited for posting on the two Facebook pages. This is important as the newsletter and Facebook pages target different audiences. We are receiving items daily for processing. Anyone keen to help with this? Many thanks to Violet for her assistance in setting up each newsletter and organising distribution.

Carolyn advised the focus is on key messages from official agencies, such as PCC, MOH, Police and Civil Defence.

David V asked about the response from residents. This is usually from individual residents with varying views and is being handled one-to-one by Allan (via Gmail a/c) and other executive committee members as appropriate.

Carolyn emphasised the need to do FaceBook posts to give that audience reliable sources of information.

Our role is to pass on verified reliable information and to acknowledge the effort of local front line services such as the supermarket, dairy, pharmacy, medical centres, vets etc.

Drafts are being reviewed by Robin and Allan before posting. David V also volunteered to help.

Warrick moved a formal vote of thanks to Carolyn for her tireless work in keeping the Plimmerton/Camborne community informed.

Motion:

“That this committee expresses its sincere thanks to Carolyn for all the work she’s doing to keep our community informed during the current Covid 19 crisis.”

Moved: Warrick

Seconded: Robin

Carried: Unanimously

9. Financial report (Don)

Don had circulated a summary financial report for the month to 3 April by email. Key points:

Receipts since 6 March: \$315 + interest \$18.39 = \$333.39

Community Shed \$135 (koha \$60, Shed subscriptions \$25.00 Product sales \$50)

PRA Member subs \$40

Donations \$140

Interest \$18.39

Payments since 6 March (approved at meeting 9 March): \$353.65

o Community shed :

Paul Meehan - \$7.07 (Shed)

Mitre 10 - \$11.88 (Shed)

Powershop - \$58.61

o Other:

Free Parking - \$55.14 reimburse to Don Gray for credit card payment

Accounts payable to be approved and minuted –

Don Gray - \$18.90 (Shed) Bowls for bird feeders

Mitre 10 - \$126.33 (Shed) Shed materials

Powershop – (Shed) Auto payment. \$58.05

Rexercet Ltd - \$713 (Cameras) Maintenance checks, other computer maintenance and battery replacement. Invoice supplied.

Freeparking - \$185.15 Saver hosting plan for plimmerton.nz (reimburse to Don Gray for Credit card payment)

No further Accounts Payable were notified at the meeting.

There were no questions on the financial report.

Motion: "That the summary financial report to 3 April 2020 be accepted and the Accounts Payable as noted above be approved for payment."

Moved: Don

Seconded: Carolyn

Carried: Unanimously

10. Village Planning (Carolyn)

Carolyn had reported by email (edited):

We are deferring the signage and safety fence at the entrance to Plimmerton for this year given uncertainty about rail expansion plans. This \$5k will be put with the \$6 left for Plimmerton Domain signage.

Options are being considered for Domain signage which will hopefully will provide work and income for the shed team. Bill is sourcing designs and prices. Carolyn will organise content and Sandy will provide photos.

We will work with the two primary schools too to get buy in.

The signs will have minimal wording as we have to pay a translator to replicate all content in te reo. The signs will just indicate what to look out for (bi lingual eg piwakawaka, fantail) and info and more photos will be on the website. Action will be determined when we see the full planting plan being prepared by the parks department.

FOTSC have had plans approved to plant the entire north end of the domain around the dog park. They also have approved plans and funding to plant the bank in the middle and along the 'stream' across the park with shrubs.

Usually at this time we would be preparing bids for 2021 VP but we will wait and see how that pans out.

11. Portfolio Reports

a. Domain Projects/Taupō Swamp (David V by email, edited)

The FOTSC group have made good progress towards having a successful planting season over the 2020 winter/spring. They have 1800 plants ordered, funding is approved and planting plans agreed with PCC and GWRC. The plants will continue growing in the nurseries through the autumn months. Some of the group have had a weeding morning.

b. Plimmerton Farms Development (Allan D)

Nothing to report.

c. Communications & Website (Carolyn by email)

See item 8 above.

d. Community Shed (Dave A by email)

Dave A had reported by email that the Shed had had a quiet month.

e. Dogs (David V by email)

Dogs:

The Plimmerton Dog Park doors are open. Official opening postponed. Many more dogs going on walks these days. Behaviour is generally good, but still a few owners who don't pick up after their dog. So, I suggest a friendly reminder to all of us dog owners in the next newsletter.

f. Heritage Project (Allan)

Nothing to report.

g. Emergency Management (Chris)

Nothing to report.

h. Security Cameras (David V, by email, edited)

All working fine at the moment. I have requested an update from the Police regarding the number of times they have accessed the cameras over the last 6 months and their current thinking on their usefulness. I also asked for an update regarding crime figures in our vicinity. Also, a copy of the MOU between PRA and NZ Police was requested by Sergeant Yvette McKelvie, Community Engagement Supervisor, Kapiti Mana Police. She hadn't received a copy from her regional HQ. See further discussion in General Business below.

i. Membership & Community Database (Warrick)

See discussion on Code of Practice for Member Private Information below.

j. Village Maintenance (Carolyn by email, edited)

Everything is on hold unless urgent. Council have been notified about blocked drains and a blocked outlet on Taupo Stream.

12. General business

a. Security Cameras

Peter tabled a motion regarding payment of the ongoing insurance and maintenance costs for the security cameras, but after further clarification and discussion he retracted the motion.

Robin and David V clarified that the executive committee had already decided not to renew the insurance policy in a majority email vote prior to the March meeting, and that the committee had agreed to pay the maintenance supplier's invoice which covers the routine maintenance service for 3 months to 30 June, plus additional work that has been done to keep the system functional (see Item 9 above)

Members of the committee expressed the need for more information to inform any decisions regarding the future of the cameras and the ongoing maintenance costs beyond 30 June. David is getting 6 monthly reports from Police, and noted the Police will not provide details of specific incidents/cases which have required access to the cameras. He offered to share background information regarding the project's purpose with anyone who wanted further information.

All committee members are reminded that no expenditure liability can be incurred on behalf of PRA without seeking prior authorisation from the executive committee.

b. Policy/Code of Practice for Member Private Information

Warrick had circulated a revised Committee Policy and Code of Practice covering PRA Member Private Information. The document (v2.0, 3 April 2020) incorporates the requirements of the Privacy Act 1993 and Amendments. Warrick noted that we cannot contract out of the law, so the Privacy Act prevails. The current executive committee members agreed individually to adopt the PRA Member Private Information Policy and Code of Practice:

Warrick Procter, Robin Jones, Allan Dodson, Dave Anderson, Carolyn Williams, Chris Collins, Peter Walters, Don Gray, David Verrinder

c. Anzac Day (Euon)

Euon noted that Anzac Day services have been cancelled this year and asked if something might be done to get the community to mark the day in other ways.

Chris suggested getting children to make poppies and put it in the window or on their letterbox. The committee agreed this was an excellent idea.

Carolyn to publicise in Newsletter/FB

Action: Carolyn

d. Tagging (Dave A)

Dave A asked that everyone keep an eye out for tagging and take photos of the offenders if possible. The Shed has paint to cover tags and others in the community are also painting out and cleaning tags as they occur.

The meeting closed at 8.05pm

Prepared by: Robin Jones (Minute Secretary)

Please note meetings for the remainder of 2020 (7.30pm):

Monday 11 May

Monday 8 June

Monday 13 July

Monday 10 August

Monday 17 August AGM

Monday 14 September

Monday 12 October

Monday 9 November

Monday 7 December