

St Leonards & St Ives Parish Council

The Parish Office
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To: All Members of the Parish Council

20th April 2017

Dear Councillor

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a meeting of the Parish Council to be held in the Committee Room, Village Hall, Braeside Road, St Leonards on **Wednesday 26th April 2017 at 7pm** to transact the business as listed on the agenda below:-

Mrs Ann Jacobs, Clerk to Council

***No Fire drill is planned please exit the building if the alarm sounds
Meetings are recorded to facilitate the Minutes***

AGENDA

1. **Public Open Forum** immediately after the above items for 5-10 minutes - An opportunity for Members of the Public to ask questions of the Council. Members of the Public are reminded that they must not interrupt the meeting when this item has ended. Please note that the meeting must resume promptly to ensure the conclusion of business.
2. **County Council Issues**
3. **Pecuniary Interests:** Members are required to declare any Pecuniary Interests which have not already been included on their Register of Interests form.
4. **Apologies:** To receive Apologies for absence
5. **Minutes of the Parish Council Meeting held on 29th March 2017 pages 60 – 62-** To adopt the minutes of this meeting.
6. **Matters arising from the Minutes:**
 - Local Directory – Clerk will put in a short report on the Parish Assembly based on Chairmans report
7. **Correspondence:**
 1. EDDC Agendas
 2. Boundary Lane Closure 12th June for 12 days for essential sewer work
 3. Request for Deer warning sign close to Moors Valley –enquiries made do Members agree to support
 4. Complaint about untidy garden
 5. Complaint about parking near junction Heather Close
8. **Committee Meeting Minutes:** To adopt the approved minutes of the following Committee Meetings:-
Planning 26th January 2017
9. **Request for leave of absence –** Cllr J Crow due to ill health – Members to consider and if minded to approve a leave of absence for Cllr J Crow due to ill health.
10. **Village Hall Management Committee:-** To receive and note the Minutes of the last meeting.
11. **Parish Councillors' Reports -**To receive reports from Parish Councillors including:-
 1. DAPTC – meeting held on 19th April 2017
 2. Homewatch
 3. EDEP
 4. Allotments
13. **Burial Ground –** To update Members on progress and to consider and receive recommendations from the Committee to progress the project.

14. Finance Matters:

- i) To approve the schedule of payments for April
- ii) To approve the bank reconciliation for end March
- iii) Reserve Accounts – Members to note monies are currently in holding accounts.
- iv) Annual Insurance Renewal – To receive the annual renewal invitation and if minded approve payment. Note this is the second year of a three year LTA.
- v) To receive the report from the Internal Auditor for end March 2017 and agree any course of action if required.

15. Annual Return 2016/2017 (Audited):-

- i) **Annual Governance Statement for 2016/2017** – Members to consider the Annual Governance Statement for 2016/2017 and if minded resolve that the Council agrees with the declarations made. The Clerk and Chairman will be authorised to sign Section 1.
- ii) **Accounting Statements for 2016/2017** - Members if minded to resolve that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2016/2017. Members to note that the figures have been audited by the Internal Auditor.

16. Amenities – To receive the Clerks report.

17. District Councillors' Update

18. Council Vacancy – Notices declaring the vacancy were posted and a bye-election was not claimed by the deadline of 11th April 2017. The vacancy must now be filled by co-option as expediently as possible. Members to discuss and agree the next steps noting that the Annual Meeting is on 31st May 2017.

19. Emergency Planning – Members if minded to formulate a working party to review and report back with recommendations.

20. Annual Parish Assembly – To receive any questions

21. Annual Meeting of the Parish Council –

- i) This involves the review of all the Council Policies and statutory documents. Members are requested to locate their green Councillor folder prior to the meeting.
- ii) Members to review the Management structure of the Council following the end of the trial of the suspension of the Amenities and Finance Meetings.

22. Exchange of information:

- 1. Next meetings Full Council 31st May 2017 – This is the Annual Meeting of the Parish Council and will commence with the election of Chairman for the new civic year.