

ST LEONARDS & ST IVES PARISH COUNCIL
Annual Meeting of the Full Council
Minutes of the Meeting Held On Wednesday 28th May 2014 at 7pm
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present: Cllr M Dyer, Chairman

Cllr R Adkins	Cllr R Dudman	Cllr M Hockley	Cllr Mrs A Warman
Cllr J R Bryan	Cllr B Goringe	Cllr C House	Cllr R Warman
Cllr J Crow	Cllr N Hindmarch	Cllr Mrs J House	Cllr G Willetts

Present: Mrs A Jacobs Clerk and one Member of the Public.

Cllr M Dyer Chairman took the Chair for the election of the Chairman for the Municipal Year 2014/2015

1. **Election of Chairman of the Parish Council for the 2014/2015 Municipal Year** - There was one nomination for Chairman, Cllr M Dyer accepted the nomination.
 It was proposed by Cllr N Hindmarch, seconded by Cllr R Bryan, that Cllr M Dyer be duly elected as Chairman for the 2014/2015 Municipal Year. This was agreed by 12:1 with Cllr M Hockley against.
RESOLVED: Cllr M Dyer is elected Chairman for the 2014/2015 Municipal Year.
 Cllr M Dyer duly signed the Declaration of Acceptance of Office as Chairman of the Parish Council.
2. **Election of Vice-Chairman of the Council for the Municipal Year 2014/2015** – There was one nomination for Vice Chairman. Proposed by Cllr M Dyer, seconded by Cllr R Bryan that Cllr R Adkins be duly elected as Vice Chairman for the 2014/2015 Municipal Year. This was agreed by 12:1 with Cllr M Hockley against
RESOLVED: Cllr R Adkins is elected Vice Chairman for the 2014/2015 Municipal Year.
 Cllr R Adkins duly signed the Declaration of Acceptance of Office.
3. **County Councillor Peter Richardson** – A report was circulated to Members. A copy of which appears as Appendix A with these Minutes in the Minute Book.
 Waste calendars are no longer being supplied which will result in a major saving. Concern was raised that a number of residents would not be able to access the website to print off their own. The public can ring the District Council who will supply a copy alternatively the Clerk will print one off. A sign will be put in the noticeboards to this effect.
4. **Declarations of Pecuniary Interest:** None.
5. **Apologies** - None all Members present
7. **Minutes of the Parish Council Meeting held on 30th April 2014 pages 93-96**
 The Minutes were agreed as an accurate record. Proposed by Cllr Mrs J House, seconded by Cllr R Bryan. All in favour with Cllr M Hockley abstaining.
RESOLVED: The Minutes of the Parish Council Meeting held on 30th April 2014 pages 93-96 were adopted.
8. **Matters arising from the Minutes:-**
 1. Min. 504 – 5 year wiring check carried out on Youth and Tennis Clubs 22.05.14. Copies of Fire Risk assessment held on Youth and Tennis Club. A copy of the Village Hall's has been requested.
 2. Min. 442 - A response has been received from Sports England in respect of the grant given for the Youth Club. They were non-committal about the financial impact other than to confirm that they need to be kept informed of any change of use and that funds expended must be used for some similar sports aim type of activity if the lease is returned.

7.10pm Cllr Willetts arrived due to traffic issues.
9. **Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts 2014/2015 –**
 Cllr Hockley asked that the Council withdraws its complaints against him to allow him to stand for the Committees as the Council was failing to use his expertise. A copy of his statement is attached to these Minutes. The Clerk asked for a copy of the statement so that advice could be sought from the Monitoring Officer. Cllr Hockley's request for appointment would be put to Council at a future meeting once the two complaints were concluded.

Planning Committee: The Chairman reminded Members of the comments made at the APA about sparse attendance especially at Planning and questioned whether married Members serving on the same Committee put a further strain on the rest of the Members, for example when going on holiday. This was discussed. The Chairman stated that nothing personal was intended, he was repeating comments made at the APA. Cllr Willetts and Cllr M Dyer will attend as temporary Members when numbers available are low to assist the Planning Committee. Members felt that the 3 weekly cycle of meetings was an issue. Cllr Willetts made a personal statement to explain his request for non-appointment to Committees. The Clerk will consult with the District Council to see if the Planning Committee could alter to a once monthly cycle of meetings which would reduce the number of meetings to attend and Cllr M Dyer and Cllr Willetts were appointed to the Planning Committee as reserve Members. Cllr Mrs Warman pointed out that her Planning Committee attendance had been poor due mainly to a clash of meeting dates with the District Council. Members were also concerned about new planning rules, the Clerk will research further planning training options. A newsletter item will be compiled explaining that meetings whilst low on numbers have always been quorate.

- i) The nominations for each committee for 2014/2015 were read out, Cllr Hockley voted against each Committee confirmation, the rest of the Members were in favour. The Committees were agreed 12:1.

RESOLVED: The Council confirmed Committee and Sub-Committee appointments as per the attached list for 2014/2015 (see appendix B with these Minutes in the Minute Book).

The Clerk's Committee membership will be reviewed once the Committees have elected their Chairmen.

- ii) Parish Representatives on outside organisations:-

Dorset Association of Parish & Town Councils	Cllr N Hindmarch Reserve: Cllr M Dyer. Agreed unanimously
Homewatch	Cllr R Dudman/ Cllr B Goringe/Cllr Mrs J House. Agreed unanimously
Freedom Youth Club	Cllr R Bryan and Cllr R Adkins. Agreed unanimously
PACT	Disbanded
Parish Plan Steering Group	Disbanded
ETAG Environment	Cllr G Willetts, Deputy Cllr R Bryan. Agreed unanimously
Waste Forums	Cllr N Hindmarch & Cllr M Dyer. Agreed unanimously
Heathland Consultations	Cllr G Willetts or Deputy Cllr Mrs House. Agreed unanimously
Folly Farm Liaison	Cllr R Warman and Cllr Mrs A Warman. Agreed unanimously
Emergency Contacts:	Cllr Mrs J House Cllr Mrs A Warman Cllr M Dyer. Agreed 12:1 Cllr M Hockley against
Floodwarden	Cllr R Dudman, Deputy: Cllr R Bryan. Agreed 12:1 Cllr M Hockley against

Cllr J Crow was appointed as a floodwarden for the South of A31 area.
Proposed by Cllr G Willetts, seconded by Cllr R Bryan. Carried 11:1
Cllr M Hockley against.

RESOLVED: The Council confirmed the appointment of Members to outside organisations as above.

The meeting was suspended to hear from a Member of the public.

Open Forum: A spokesperson from the Tennis Club, Mr Thompson spoke on item 20 which was then brought forward for discussion. Mr Thompson thanked the Council for allowing him to speak and questioned the recent rent increase of 10%. A third of their Members were Parishioners and of the 240 Members approximately 60 are juniors and infants. Cllr R Warman responded as Chairman of Finance: The review is triannual so whilst you point out that Members who are residents are paying twice, non-residents are not. It is great that the Club is doing so well but the Council has to look after funding the whole Parish. The meeting re-opened for the debate.

- 10. Letter from the Tennis Club** - requesting the Council to reconsider the rent increase. This was discussed. It was noted that the courts, clubhouse and car park was provided. Other Clubs also had residents as Members. It was agreed that the Council does not reconsider the rent increase. Proposed by Cllr Mrs A Warman, seconded by Cllr R Bryan. Carried by 12 votes, Cllr Hockley abstained. The Council asked that their congratulations were passed to the Club for its success.

RESOLVED: The Council will not reconsider the rent increase.

- 11. Adoption of Minutes of Committee Meetings** – Approved minutes of the following Committee were duly adopted by the Parish Council Planning 24.04.14 pages 91 & 92. Proposed by Cllr Mrs J House, seconded by Cllr C House. Motion carried by ten in favour Cllrs M Hockley, Cllr N Hindmarch, Cllr R Warman abstained as not present at the meeting.

12. The following correspondence was noted:-

1. EDDC Agendas
2. Ask Dorset – public engagement events inviting input into priorities of spending for DCC
3. Open spaces – appeal “Threatened Greens” launch and request for further donation
CPRE’s newsletter and invitation to Dorset Branch Open Garden 8th June. It was proposed that a payment of £100 be made to CPRE for their Threatened Greens campaign. Proposed by Cllr C House, seconded by Cllr Mrs J House. This was amended to £50, proposed by Cllr Mrs A Warman, accepted by Cllr C House and Cllr Mrs J House. Motion carried 12:1 Cllr G Willetts abstained.
RESOLVED: To contribute £50 to the CPRE campaign from the contingency fund.
4. Temporary road closure and diversion 02.06.14-.05.06.14 Station Road/Pinehurst Road/Moorside Road Mini roundabout.
5. Letter from resident requesting the removal of vegetation outside 97 Oaks Drive
6. Tennis Club media release – Junior awards presentation event
7. Notification of roadworks Ashley Heath Roundabout – commencing 01.06.14

13. Annual Review of Council Governance Documents and Policies: The Clerk thanked

Cllr R Warman, Cllr Mrs J House and Cllr G Willetts for their assistance in reviewing the documents in detail.

- i) Revised Financial Regulations based on the NALC draft model are attached. Members considered item 3.1 as per the report. This was discussed. It was agreed that option A requiring a 3 year rolling programme should be adopted together with the rest of the document. Motion carried 4:3 with Cllrs R Warman, Cllr N Hindmarch and Cllr R Bryan abstaining.

RESOLVED: To adopt the document as presented with 3.1 requiring a 3 year rolling programme.

- ii) Standing Orders: New draft NALC document has been amended to include the orders specific to this Parish and to coincide with the new financial regulations. This was discussed. It was agreed, unanimously, to adopt the draft as submitted. Proposed by Cllr Mrs J House, seconded by Cllr R Bryan.

RESOLVED: To adopt the revised standing orders as submitted.

- iii) Other documents being reviewed Members if minded to accept the recommendations:
 1. Equal Opportunities and Dignity at Work policies to be reviewed by the Clerk’s Committee.
 2. Freedom of Information Act policy – no changes recommended
 3. Recordings of meetings policy - no changes recommended
 4. Complaints Policy reviewed March 2014 and updated - no changes recommended
 5. Terms of Reference for Committees - no changes recommended
 6. Terms of Reference for Clerk’s Committee – review after the election of Committee Chairmen
 7. Land and Assets Register for 2014/2015 – to note
 Members accepted the Clerk’s recommendations as per the documents listed above 1-7.

Members reviewed and discussed the following documents and approved the amendments:-

Risk Assessment Policy reviewed March 2014. Add reference to Fire Risk Assessment on Page 4 which requires the Tennis Club, Youth Club and Village Hall to provide copies of their Fire Risk Assessment to the Council. Proposed by Cllr Mrs J House, seconded by Cllr C House agreed, unanimously.

RESOLVED: To accept the risk assessment policy with the inclusion recommended.

Effectiveness of the system of Internal Audit. This was discuss the Council agreed that the amendments would be included to ensure that the system of internal audit was effective in light of new financial regulations recently adopted. Proposed by Cllr C House, seconded by Cllr Mrs J House agreed, unanimously.

RESOLVED: The Council concluded the revised system of Internal audit is effective for the Council’s financial management.

See appendices C to M with these Minutes in the Minute Book.

14. **Calendar of meetings** – Members approved the calendar of meetings for 2015 as submitted for Full Council, Annual Parish Assembly, Amenities and Finance committee meetings. The Planning Committee meetings will be reviewed in accordance with Minute 9 above.

RESOLVED: The meeting dates submitted for 2015, with exception of the Planning Committee dates were approved. (See appendix N with these Minutes in the Minute Book.)

15. District Councillors’ Update -

Cllr Dudman: The first meeting of the new Council is next week.

Cllr Mrs Warman: EDDC Planning Committee Members have been told to expect a number of large planning applications following the recent adoption of the new Core Strategy, further training will be given.

Cllr Dyer: As Chairman of the District Planning Committee I am in the process of trying to arrange that when an application comes in before a report is written there will be a briefing with Members so that they can get their opinion drafted into the report. A productive meeting is the aim. There will also be a briefing with the Parish or

Town in the area. I have also asked for ETAG to be included. Things have not been finalised yet. Cllr Mrs Warman asked if other Councillors could attend as she would like to hear the views of local people. Cllr Dyer will be taking the advice of Officers.

16. Parish Councillors' Reports –

1. DAPTC – no meeting. Resolutions for the AGM will be put to the June full Council as they have to be submitted by 23rd July. Cllr Hindmarch thanked the Parish for hosting the last meeting.
2. Homewatch – No meeting
3. ETAG – Nothing to report.
4. Youth Club – A family fun day was held on 24.05.14 and has resulted in a profit of £118 and five new members. The new Committee were congratulated for their energy and enthusiasm. The Club has been redecorated and the seating recovered, thanks were given to Cllr R Bryan for donating the fabric. The Clerk reported that the 5 year wiring checked had been carried out and the reports sent to both clubs. A quotation had been received for the work required which was £450 for the Youth Club and £350 for the Tennis Club. The safety check will be split and invoiced to each Club. Remedial work is to be arranged by each Club.
5. Car park working Party – The group had met with the Scout Leader. Nothing further to report.
6. Tennis Club Junior Presentation – prizes awarded by Cllr Dyer. Noted.

17. Navitus Bay Windfarm -

- i) Notification of submission of development consent order. Representations must be made by 23rd June 2014 and on the registered relevant representation form: <http://infrastructure.planningportal.gov.uk/projects/south-east/navitus-bay-wind-park/>
Or telephone the Planning Inspectorate 0303 444 5000 Ref: EN010024. Noted. A sub committee were appointed of Cllr R Warman, Cllr R Bryan, Cllr R Adkins and Cllr G Willetts to compile a representation. The document will be circulated to all for further input before the deadline. It was noted that ETAG are also submitting a representation. Members were encouraged to also submit representations as individual residents.
- ii) Navitus Bay – Receipt and circulation of emails of pressure groups. The Clerk was asked to acknowledge the emails and to continue forwarding these. A meeting has been arranged for the 13th June and it is important for as many people as possible to attend. The Clerk will circulate the posters and include it on the website.

18. **Village Hall Management Committee:-** No minutes received as the meeting was last week.

19. **Police – changes to officers for the area:** New Police Constable is PC Julian Humphries. Noted.

20. **DCC Traffic Orders –** Traffic Regulation orders for yellow lines at Brocks Pine; Horton Road; Lions Lane and corner of Ringwood Service Road and Woolsbridge Road have been received. Noted.

21. Exchange of information:

1. Next meeting 25th June 2014 - 7.00pm
2. Cllr Hockley attended the recent Councillors update training and asked about the recent boundary changes and funding. Cllr Dyer will check but believed that they were electoral boundaries only.
3. Cllr Hockley – Resurfacing has recently been carried out in Cherry Tree Close and Heath Road began today.
4. Cllr Bryan has received a copy of the ETAG report on the Green belt and has asked if he can circulate to all Members.
5. Cllr C House reported eleven responses to the recent allotment flyer.
6. Cllr C House the Councillor update course was very good attention was drawn to the Sustainable Communities Act and LEP's which seem to be groups of local businessmen, the groups seem to have a fair amount of power yet no representatives from Parish Councils. Their terms of reference are quite large. The Clerk was asked to find out more information on these groups as there is a large industrial area nearby.
7. Cllr Hindmarch had heard rumours that two wards are to close down at St Leonards Hospital and Staff were being moved to other hospitals. Cllr Mrs House had spoken to Mr Thackray who had informed her that whilst there were plans to close the hospital this was deferred as there had been a ruling that more consultation was required with local communities.

The meeting closed at 9.05pm

Chairman