

ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 20th May 2015 at 7pm
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present:, Cllr R Adkins, Chairman

Cllr R Bryan

Cllr M Dyer

Cllr C House

Cllr Mrs J Carter

Cllr N Hindmarch

Cllr Mrs J House

Cllr J Crow

Cllr M Hockley

Present: Mrs A Jacobs Clerk and two Members of the Public

1. **Election of Chairman of the Council for the 2015/2016 Municipal Year** – Two nominations for Cllr R Adkins for Chairman had been received and no other names were put forward. Proposed by Cllr M Dyer, seconded by Cllr R Bryan. This was agreed by 8:1 Cllr M Hockley against.
RESOLVED: Cllr R Adkins was duly elected Chairman of the Parish Council for the 2015/2016 Municipal Year.
Cllr R Adkins signed the Declaration of Acceptance of Office as Chairman of the Parish Council.
2. **Members resolved to suspend standing order 3L following the amendment to the Public Bodies (Admissions to Meetings) Act 1960, dated 6th August 2014. Proposed by Cllr Mrs J House, seconded by Cllr C House agreed unanimously.**
3. **Election of Vice-Chairman of the Council for the Municipal Year 2015/2016** - Two nominations for Cllr N Hindmarch for Vice Chairman had been received and no other names were put forward. Proposed by Cllr J Crow, seconded by Cllr C House. This was agreed by 8:1 Cllr M Hockley against.
RESOLVED: Cllr N Hindmarch was duly elected Vice Chairman of the Parish Council for the 2015/2016 Municipal Year.
Cllr N Hindmarch signed the Declaration of Acceptance of Office as Vice Chairman of the Parish Council.

The meeting was suspended for the Public Forum.

4. **Public Forum** - Residents of Sylvan Close reported frequent noise issues with a neighbour. After talking to others in the immediate area it was apparent that the issue had been ongoing for sometime but no official complaint to Public Health had been made. The Parish Council was asked for their view and advice. Mr Hazeldine of the District Council was taking on the complaint but the residents had been asked to complete a log. This was discussed. The Chairman pointed out that whilst the Parish Council was sympathetic to the problem it was the District Council who had the power to act and asked that the District Councillors champion their cause. Evidence such as the log were essential for any possible action to be taken. The Chairman reminded Members that the Parish Council could not give legal advice. District Councillor Cllr R Bryan will speak to Mr Hazeldine on behalf of the resident who was asked to forward any relevant information for the Clerk to pass on to Cllr Bryan.

The meeting was reopened.

5. **Declarations of Acceptance of Office** – The Clerk confirmed that all elected Members had signed a declaration of acceptance of Office as required by Statute. Noted.
6. **Declarations of Pecuniary Interests:** None
7. **Apologies:** Apologies for absence were received and accepted from Cllr B Goringe (attending EDDC training); Cllr Mrs A Warman and Cllr R Warman
8. **Minutes of the Parish Council Meeting held on 29th April 2015 pages 93-95** - The minutes of the Meeting held on 29th April, 2015 pages 93-95 were agreed as a true and accurate record and duly adopted. Proposed by Cllr Mrs J House, seconded by Cllr J Crow. Agreed unanimously.
RESOLVED: Minutes of the Meeting held on 29th April, 2015 pages 93-95 were agreed and adopted.
9. **Matters arising from the Minutes:**

1. The Clerk reported that Co-opted Members are allowed to become Chairmen. Regulations in respect of Section 76 of the Local Government & Public Involvement in Health Act 2007 were never made and SLCC state that they are most unlikely to ever be enacted. Noted.

10. Approved Minutes of the following Committee were adopted:- Planning Committee held on 24th April, 2015 pages 91 & 92. Proposed by Cllr Mrs J House, seconded by Cllr J Crow. Agreed by 8 votes Cllr Hockley abstained.

RESOLVED: Planning Committee Minutes dated 24th April, 2015 pages 91 & 92 were adopted.

11. Correspondence:

1. EDDC Agendas
2. EDDC Information on CIL- Requirements are that any monies are used for infrastructure improvements related to the development agreed. The Clerk was asked to put this on a future agenda and ask Linda King of EDDC if she would be willing to come and speak to the Council.
3. Request for expression of interest Parish Flood sign scheme – An interest with a proviso on further information has been registered. Cllr Crow suggesting asking Oaktree to store the signs.
4. DCC Electoral Review – The Clerk will put to the June FC meeting
5. CE Circular 05/15 emailed to Members
6. EDDC Community and Recreation Offer to visit the Council – The Clerk will invite to the July or August meeting.

12. Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j). All Members elected had received a folder a week before the meeting containing the following documents and had signed a receipt for them. A copy of these documents as amended are dated 20.05.15 and appear as Appendix A with these Minutes in the Minute Book.

i) Members reviewed the following documents and **RESOLVED** to adopt them as presented:-

- Code of Conduct
- Equal Opportunities Policy; Dignity at Work Policy; Advertising Policy
- Freedom of Information Act Policy
- Complaints Policy Terms of Reference for Committees -
- Terms of Reference for Clerk's Committee – review after the election of Committee Chairmen
- Land and Assets Register for 2015/2016
- Risk assessment Policy

Proposed by Cllr Mrs J House, seconded by Cllr J Crow. Cllr M Hockley abstained as he had not read them the rest were in favour.

ii) The following documents were reviewed and amended:-

1. Recording of meetings policy – minor amendment to remove item 5 following rescinding of SO3L. Agreed as amended. Proposed by Cllr C House, seconded by Cllr R Bryan agreed unanimously.
RESOLVED: To adopt the recording of meetings policy as amended.

2. Standing Orders:-

- 2.1 Remove Standing order 3L which prevented recording meetings
- 2.2 Insert to 15 (b) (i) to allow for sending notices of meetings electronically if the Member consents
- 2.3 Members were reminded of Standing Order 13 (a) which required Members to observe the duly adopted Code of Conduct.

Proposed by for amendment and adoption by Cllr Mrs J House, seconded by Cllr J Crow. Cllr M Hockley abstained as he had not read them the rest were in favour.

RESOLVED: To adopt the standing orders as amended.

3. Members reviewed the Effectiveness of the system of Internal Audit. It was agreed that the Clerk would be a signatory on the accounts to allow access to balances and statements but would not counter sign cheques. Proposed by Cllr Mrs J House, seconded by Cllr R Bryan. Agreed unanimously.
RESOLVED: That the Clerk would be a signatory on the bank accounts but would not sign cheques.

Members reviewed the amendments and agreed that the system of audit was effective. Proposed by Cllr Mrs J House, seconded by Cllr M Dyer. Agreed unanimously.

RESOLVED: Members agreed with the amendments and resolved that their adopted system of Internal Audit was effective and meeting the standards required under the current Account and Audit Regulations.

4. Rolling Programme update – reviewed and noted.

5. Press and media policy – A new policy had been drafted and was reviewed. It was agreed to adopt the policy as presented. Proposed by Cllr R Bryan, seconded by Cllr M Dyer. Cllr M Hockley abstained as he had not read them the rest were in favour.

RESOLVED: To adopt the Press and Media Policy as presented.

6. Financial regulations were reviewed and amendments made to include electronic banking arrangements and charities sections. These were then agreed unanimously to be adopted. Proposed by Cllr C House, seconded by Cllr J Crow.

RESOLVED To adopt the amended Financial Regulations as presented.

- iii) Confirmation of renewal of Insurance cover Minute 524 refers April 2015. This was noted.
iv) Power of Competence – Members reviewed the requirements of the power of Competence which will result in allowing the Council to have wider powers and authority to spend. The Council noted that it currently meets the eligibility criteria requiring a qualified Clerk and 2/3rds elected Members. It was resolved to adopt the power for the term of Office of the Council.

RESOLVED: St Leonards and St Ives Parish Council, having met the conditions of eligibility as defined in the order 2012 No. 975, resolve to adopt the General Power of Competence (Localism Act 2011).

Proposed by Cllr Mrs J House, seconded by Cllr R Bryan. Agreed unanimously.

- v) Calendar of meetings – Members approved the calendar of meetings for 2016. Proposed by Cllr C House, seconded by Cllr J Crow. Agreed unanimously

RESOLVED: The Calendar of meetings for 2016 was approved.

- vi) Review of the Council's subscriptions to outside bodies:- CPRE cost £36; Open Spaces cost £ 45; DAPTC cost £1035 and SLCC cost £181. These were reviewed and agreed in principle to continue with them. Proposed by Cllr M Dyer, seconded by Cllr J Crow. Agreed unanimously.

RESOLVED: To continue in principle with the subscriptions as listed.

- vii) Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts (Members attention was drawn to the description of the roles) for 2015/2016. Members had agreed under Minute 529 (29.04.15) to individually propose and second Members onto the Amenities, Finance and Planning Committees, slips had been circulated with the agenda and returned prior to the meeting, a draft list of Members was circulated. The Clerk confirmed that all Members on the draft list were proposed and seconded. Cllr J Crow withdrew his request to go on the Planning Committee. Cllr Hockley handed the slip to the Clerk and had not selected any Committees. Cllr Hockley asked to go on the Bournemouth Airport; Airport Forum and to be a Floodwarden the Clerk asked if any Members would second the request there was no seconder.

The draft lists were agreed as per Appendix B with these Minutes in the Minute book:

- Amenities Committee was proposed by Cllr Mrs J House, seconded by Cllr J Crow. Agreed by 8 votes Cllr Hockley abstained.

RESOLVED: Members of the Amenities Committee were appointed as per Appendix B.

- Finance Committee was proposed by Cllr Mrs J House, seconded by Cllr R Bryan. Agreed by 8 votes Cllr Hockley abstained.

RESOLVED: Members of the Finance Committee were appointed as per Appendix B.

- Planning Committee was proposed by Cllr R Bryan, seconded by Cllr C House. Agreed by 8 votes Cllr Hockley abstained.

RESOLVED: Members of the Planning Committee were appointed as per Appendix B.

It was also agreed that Cllr B Goringe and Cllr M Dyer would be reserve members in case of the meeting being inquorate. Proposed by Cllr R Bryan, seconded by Cllr C House. Agreed by 8 votes Cllr Hockley abstained.

RESOLVED Cllr B Goringe and Cllr M Dyer would be reserve Members in the event of the meeting being inquorate.

The Clerks Committee will be confirmed at the June full Council once the Committees have agreed their Chairmen.

The Finance Committee will appoint the Capital Reserves Sub-committee from their number.

Planning Committee will appoint a Tree Sub-committee from their number.

The Car Park Working Party will continue as per Appendix B until completion of the project. Proposed by Cllr Mrs J House, seconded by Cllr C House. Agreed by 8 votes Cllr M Hockley abstained.

RESOLVED: Car Park Working Party was appointed as per Appendix B.

Appointment of Parish Council representatives to outside organisations: The appointments were discussed and confirmed as per the draft list circulated and appear as Appendix B with these Minutes

in the Minute Book. The appointments were agreed without objection with separate votes being taken on the EDEP and Floodwarden positions.

EDEP - Mr G Willetts was proposed by Cllr J Crow, seconded by Cllr R Bryan, as the Parish Council representative on the ED Environment Project. Agreed unanimously.

RESOLVED: Mr G Willetts will represent the Council on the ED Environment Project.

Flood Wardens were agreed as Cllr R Bryan and Cllr J Crow. Proposed by Cllr M Dyer, seconded by Cllr Mrs J House. Agreed by 8 in favour and Cllr M Hockley voted against.

RESOLVED: Cllr R Bryan and Cllr J Crow were appointed as Flood Wardens.

- 13. District Councillors' Update: No meetings in the last couple of weeks.** Congratulations to Cllr B Goringe, Cllr R Bryan and Cllr M Dyer on their recent appointments. Cllr Bryan explained that they had agreed areas of the District between them following the old warding boundaries, although un-warded it was thought that this would be a more productive way of working. Cllr Bryan had the West and this included Three Legged Cross, he had also been selected to work with Verwood. Cllr Dyer had received a number of issues from the Avon Castle area. Cllr Bryan would enquire about the A338 tree felling work new EC rules required the width of the road to increase but Cllr Bryan would raise the issue of the volume of trees going as they acted as a sound barrier. Concern about the mess left behind by the felled trees not being removed was also raised. The Clerk will ask the County Councillor to follow up on the possibility of closing a number of unofficial laybys forming along the Hurn Road due to concerns about fly tipping. Cllr Dyer was looking after the area South of the A31 including Avon Castle and Oaktree. He had been appointed portfolio holder of Environment and on to the Planning Committee. Cllr Goringe had been appointed to the EDDC Planning Committee.

14. Parish Councillors' Reports -

1. DAPTC – no meeting. The CE had announced her retirement and the Chairman is also stepping down. Cllr Hindmarch was concerned about an increase in fees without explanation. This was discussed. Training costs had increased but the quality provided at a recent Planning course was of concern. Membership should be reviewed carefully.
2. Homewatch- no meeting but another Speed watch is scheduled shortly.
3. EDEP Meetings – Mr Willetts will be confirmed as our representative and asked to provide regular reports. The Chairman is writing to other Parishes for a grant as suggested.
4. Youth Club – The Council will be looking into the possibility of becoming a Trustee at a future meeting. The Clerk reported that she has arranged to go over the Fire Alarm checks next week.
5. Allotments update on progress with lease – Cllr Bryan reported that a draft lease will be available shortly. There is a concern by the immediate neighbours to the site that 40 additional users could lead to the site being vulnerable. It was agreed that once the lease was received contact with the Society would be made to get a layout of the site from them. The lease is being offered at a peppercorn rent of £1 per year for 15 years with the possibility of extending that to 20. A meeting is to be held on Tuesday 26th May with Cllr R Bryan, Cllr C House and the Landowner.
6. Car park working party – Cllr House reported:
 - i) Further information on additional costs as reported 29th April 2015 was still awaited. The repairs at the front of the driveway had been completed and the new area tarmacked. A snagging meeting has been arranged for 27th May with the Contractor.
 - ii) The letter of transfer of land from the Scouts to the Council had been circulated to Members and was agreed as presented. Proposed by Cllr Mrs J House, seconded by Cllr M Dyer and agreed unanimously.

RESOLVED: The letter of transfer of land was agreed and will be signed and despatched to the Scouts.

- 15. Village Hall Management Committee:-** No minutes received.

- 16. Parking on the land corner of Woolsbridge Road and A31 –** Cllr Dyer reported that this was a regular problem. This was discussed. The Clerk was asked to write to Highways and ask if the area could be made an Emergency Vehicles only bay to prevent this problem which was felt to be a safety issue as it was a distraction to drivers and a nuisance to residents.

- 17. Review and Audit of training needs of Members –** The Clerk drew Members attention to the recent training schedule and asked if anyone required further training. Cllr Mrs J Carter is scheduled to go on the New Councillor Course. No other requests were made.

18. Co-option – Members noted the date for the EGM on 27th May 2015 to Co-opt. The Clerk asked for confirmation that all Members present were going to attend. No apologies were given.

19. Members resolved to exclude the Press and Public (under the Public Bodies (Admission to Meetings) Act 1960) to discuss: The response from Councillor Hockley (email 28.04.15) in respect of the findings of the Ethical Governance Committee and Minute 457 and if minded decide, what if any further action is required. Proposed by Cllr M Dyer, seconded by Cllr Mrs J House. Agreed, 8 in favour with Cllr M Hockley Abstaining. See confidential Minute 19 dated 20.05.15 in the Confidential Minute file.

RESOLVED: To exclude the press and public.

Cllr M Hockley left the meeting at 8.45pm

20. Exchange of information:

1. Next meeting 24th June 2015
2. The Clerk reported that she had received a request to use the Parish Office by the elected Member of Parliament, Mr Chope, for meeting residents. DAPTC had advised that there was no problem and suggested a simple policy stating that the use was for the duly elected representative regardless of their political persuasion. The request would be formalised at the next meeting but Members had no problem with meetings proceeding beforehand.

The meeting closed at 8.55pm

Chairman.