

## ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 25<sup>th</sup> May 2016 at 7pm  
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present:, Cllr R Adkins, Chairman

Cllr R Bryan

Cllr Mrs J Carter

Cllr J Crow

Cllr A Davies

Cllr M Dyer

Cllr B Goringe

Cllr N Hindmarch

Cllr M Hockley

Cllr Mrs S Marshall

Cllr Mrs A Warman

Cllr R Warman

Cllr Mrs B Waugh

Present: Mrs A Jacobs Clerk

1. **Election of Chairman of the Council for the 2016/2017 Municipal Year** – Two nominations for Cllr R Adkins for Chairman had been received and no other names were put forward. Proposed by Cllr B Goringe, seconded by Cllr M Dyer. This was agreed by 9:1 Cllr M Hockley against.  
**RESOLVED: Cllr R Adkins was duly elected Chairman of the Parish Council for the 2016/2017 Municipal Year.**  
Cllr R Adkins 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 2016/2017** - Cllr N Hindmarch was nominated for Vice Chairman no other names were put forward. Proposed by Cllr B Goringe, seconded by Cllr M Dyer. This was agreed by 9:1 Cllr M Hockley against.  
**RESOLVED: Cllr N Hindmarch was duly elected Vice Chairman of the Parish Council for the 2016/2017 Municipal Year.**
3. **Co-option on to the Council to fill the East Ward Vacancies:-**
  - i) Two applications were received for the two vacant positions. Members noted that the candidates had provided written confirmation that they met the criteria for eligibility and were not disqualified to be a Member under the Local Government Act 1972, s79 and S80. No other nominations were received.
  - ii) The Council resolved to co-opt both applicants unanimously.  
**RESOLVED: The Parish Council of St Leonards and St Ives co-opted Mr Alan Davies to fill the vacancy on to the East Ward of the Parish Council in accordance with the Local Government Act 1972 s16A.** Proposed by Cllr Mrs Warman, seconded by Cllr Mrs J Carter.  
**RESOLVED: The Parish Council of St Leonards and St Ives co-opted Mrs Sally Marshall to fill the vacancy on to the East Ward of the Parish Council in accordance with the Local Government Act 1972 s16A.** Proposed by Cllr B Goringe, seconded by Cllr J Crow.
  - iii) Cllr A Davies and Cllr Mrs S Marshall, signed declarations of acceptance of office, after which they joined the meeting.
4. **Public Forum** – None present
5. **Pecuniary Interests:** Cllr R Bryan item 15 (ii) mileage expenses payment
6. **Apologies:** All present
7. **Minutes of the Parish Council Meeting held on 27<sup>th</sup> April 2016 pages 101 to 104** – The minutes were approved and adopted as a true and accurate record. Proposed by Cllr J Crow, seconded by Cllr Mrs A Warman.  
**RESOLVED: The minutes of the meeting held on 27<sup>th</sup> April 2016 pages 101 to 104 were approved and adopted as a true and accurate record.**
8. **Matters arising from the Minutes**, noted:-
  - Access to Oaktree Park – Shorefield have agreed to carry out some repairs whilst laying new driveways in their Park. It has been suggested that adoption of the access would be the way forward. The Clerk has made some enquiries and a response from DCC is awaited.
9. **Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles attached) for 2016/2017** –
  - a) Members confirmed Committee and Sub-Committee appointments, each Member was proposed and seconded and an individual vote taken. See appendix A for a list of the appointments agreed each by a majority of votes in favour. A recorded vote was not requested.  
**RESOLVED: To appoint Members to Committees as per Appendix A.**

- b) Appointment of Parish Council representatives to outside organisations: Each Member was proposed and seconded and an individual vote taken. See appendix A for a list of the appointments agreed by a majority votes. A recorded vote was not requested.  
 Airport Forum Representation: Cllr J Crow and Cllr M Hockley were both put forward for the vacant position. An individual vote was taken on each candidate. Cllr Crow was duly appointed by majority vote.  
**RESOLVED: To appoint Members as representatives to outside Organisations as per Appendix A.**

The Clerks Committee and Reserves Committees were deferred to the next meeting.  
 7.40pm Cllr M Hockley stood and left the meeting.

#### 10. Correspondence noted:

1. EDDC Agendas
2. DAPTC Circular – Council Training star scheme
3. Notification of temporary closure of Ringwood Service Rd for surface dressing 4<sup>th</sup>-9<sup>th</sup> August
4. Annual Assembly Minutes 2016 circulated no corrections made.
5. Premises Licence for John Brown Garden Centre, Ringwood Road,

#### 11. Annual Review of Council Governance Documents and Policies in accordance with Standing Order

**5. (j)** – Members to review the following documents and if minded adopt them:-

- i) Members reviewed the following documents no changes were recommended:
- Recording of meetings Policy
  - Equal Opportunities Policy; Dignity at Work Policy; Advertising Policy; Press and Media Policy
  - Freedom of Information Act Policy 2000 and Data Protection Act 1998 handling requests.
  - Complaints Policy
  - Risk assessment Policy
  - Terms of Reference for Planning Committee

The Clerk will supply Cllr Crow with a new Green folder of papers. Members were requested to update their file with the green sheets.

ii) The following documents were reviewed and amended as per Appendices B: C and D :

- a. Land and Assets Register for 2016/2017. Proposed by Cllr R Warman, seconded by Cllr J Crow.
- b. Rolling Programme updated to include burial ground provision. Proposed by Cllr J Crow, seconded by Cllr B Goringe
- c. Terms of Reference for Committees. Proposed by Cllr J Crow, seconded by Cllr R Warman.

**RESOLVED: To adopt the amended documents as presented Appendices B: C: D.**

- iii) Confirmation of renewal of Insurance cover Minute 479 refers April 2016. Noted
- v) Calendar of meetings – Members, approved the calendar of meetings for 2016/2017.
- vi) Members reviewed the Council's subscriptions to outside bodies:- CPRE cost £36; Open Spaces cost £45; DAPTC cost £1056 and SLCC cost £201. No objections were received.

**12. Code of Conduct** – The Chairman drew Members attention to the Code adopted by the Parish Council, Members are expected to have read and observe this Code at all times when carrying out their duties and acting on behalf of the Parish Council. (see Green Councillors file). Noted.

**13. Finance – Internal Controls** - Members reviewed and resolved that their adopted system of Internal Control is effective and meeting the standards required under the current Account and Audit Regulations. Specifically:-

- i) Review of the Effectiveness of the system of Internal Control – Members reviewed the report a copy of which appears as Appendix E with these Minutes in the Minute book. It was agreed that the quarterly checks should continue. Cllr R Bryan was nominated to spot check the bank statements against the bank reconciliations. Members agreed that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Proposed by Cllr N Hindmarch, seconded by Cllr Mrs B Waugh.

**RESOLVED: That the Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

- ii) Members reviewed of the system of Internal Audit and agreed that they have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems. (See report which is the checklist used by the auditor), a copy of which appears as Appendix F with these Minutes in the Minute Book. Proposed by Cllr J Crow, seconded by Cllr R Warman.

**RESOLVED: That the Council has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.**

**15. Finance (see Appendices G & H):**

- i) The schedule of payments for May were reviewed and agreed. Proposed by Cllr Mrs J Carter, seconded by Cllr R Bryan. Agreed by majority no dissent.

**RESOLVED: The schedule of payments for May cheque numbers 00004555 to 004560 was approved.**

Cllr R Bryan declared a possible pecuniary interest in the next item and abstained from the vote.

- ii) The bank reconciliation for 29<sup>th</sup> April 2016 was reviewed and approved. Proposed by Cllr Mrs J Carter, seconded by Cllr R Warman. Agreed by majority no dissent.

**RESOLVED: The bank reconciliation for 29<sup>th</sup> April 2016 was reviewed and approved**

- iii) Allied Irish Bank one year Bond matures on 13<sup>th</sup> June 2016 Members discussed the renewal of bond and term or alternative investment. The decision will be deferred until after the referendum.

**16. Amenities:**

- i) Entrance by Lions Wood into Braeside Road – Members considered an offer to pay for new turf by an adjacent resident. The area would need significant groundwork as the area is prone to ground elder, ivy and has a couple of substantial tree stumps. Ongoing maintenance costs would also then be needed. Review the area once play area lights installed.
- ii) Members considered a request to use a section of Horton Road Village Green for a private but professionally organised firework display on the evening of Saturday 23<sup>rd</sup> July 2016. This is part of the celebrations for a Summer Garden Party to be held at a property in St Ives Park. Members were concerned about the public liability issues and Village Green restrictions. It was proposed to decline the request. Proposed by Cllr R Bryan, seconded by Cllr A Davies. Agreed unanimously.
- RESOLVED: To decline the request.**
- iii) Street Naming and Numbering – New name suggested for the new development off of St Ives Park is Bosworth Close, which is the maiden name of the original site owner. This was discussed. It was agreed that the Clerk will inform EDDC of the Council's objection on the following grounds:-

- Roads being named after people whilst still alive
- Roads named after an individual are done because of a strong historical relationship with the area. The name suggested has absolutely no historical connection or relevance with the Parish
- The development of this site within the Special Character area has been an extremely sensitive issue to other residents in the immediate locality and was most strongly opposed. Whilst the Parish has to accept the decision and move on having the name suggested as a permanent fixture is not appropriate.

Cllr Mrs A Warman proposed that the name “**St Ives Park Close**” would be more appropriate, in keeping and clearly identifies with its location. The Council is prepared to argue its case at Committee if required and will send a speaker. Seconded by Cllr R Adkins. Agreed unanimously.

**RESOLVED: To object to the name Bosworth Close and suggest St Ives Park Close on the grounds discussed.**

- iv) Annual Inspection revealed some minor repairs, costed at £360+VAT – repairs have been instructed sanctioned by Chairman and Clerk. Noted.

- 17. Committee Minutes:** Members adopted the approved minutes of the following Committee Meetings:- Planning 31.03.16 pages 97 & 98 and 21.04.16 pages 99 &100. Proposed by Cllr Mrs A Warman, seconded by Cllr Mrs B Waugh. Agreed unanimously.

**RESOLVED: Minutes of the following Planning Committee Meetings held on 31.03.16 pages 97 & 98 and 21.04.16 pages 99 &100 were adopted.**

**18. Parish Councillors' Reports -To receive reports from Parish Councillors including:-**

1. DAPTC – no meeting
2. Homewatch- no meeting
3. EDEP Meetings - no meeting
4. Allotments update on progress- Still awaiting Planning approval
5. Burial Ground – Cllr Adkins reported: Currently mapping of the proposed site is being prepared, a basic survey has been carried out. Once complete the Landowner will provide terms to consider. Cllr Adkins suggested that the Council need to review the terms before agreeing to proceed and incur costs.
6. Youth Club – Cllr R Warman reported: DCC have given notice to staff. The Management Committee are discussing how to provide future staff and who would employ them. This is currently the main issue to enable the Club to continue. A draft revised Constitution has been compiled which enables the Parish Council to become the Sole Corporate Trustee. Cllr Bryan reported that he is currently

speaking to Dorset Youth Association and EDDC about the employment issues. The Club needs to be open all year and not just term time.

Clerk has contacted EDDC concerning the need for a whole Council dispensation if the Council become Sole Corporate Trustee.

**19. District Councillors' Update:**

- Cllr Goringe: The new Council commenced on 16<sup>th</sup> May. The new Chairman is Cllr D Shortell, Vice Chairman Cllr D Burt. A meeting has been held with the Chief Executive about devolution and Cllr Goringe attended EDDC Planning this week.
- Cllr Dyer: Local Government reorganisation, the LGA have given a report concerning remodelling if the Unitary basis is agreed. A meeting on this has been cancelled until the briefing report is received. Waste: the Hants consultation is interesting there is concern about Dorset residents using the Somerley site. EDDC do contribute per annum but this cost may rise.
- Cllr Bryan: is now responsible for DWP at EDDC. There will be pressure to keep Somerley open. County Council elections will be held next year. Cllr Bryan attended 23 meetings in the last month. Cllr Goringe and Cllr Bryan sit on the Accommodation Committee, an offer for the Christchurch Council Offices site and other Council buildings has been received.

- 20. Date of next meeting:** Members considered altering the date of the June full Council meeting due to leave of the Clerk. This was discussed it was agreed that the June and July meetings could be combined and held on 13<sup>th</sup> July which would then allow Members to attend the DAPTC meeting on 6<sup>th</sup> July at the Village Hall if they wished. Proposed by Cllr Mrs A Warman, seconded by Cllr M Dyer.

**RESOLVED: To combine the full Council meetings for June and July to the 13<sup>th</sup> July 2016.**

- 21. Open Spaces Society – Find Our Way fund** – Additional contributions were requested to provide for further resources to enable unrecorded historic routes to be added to the definitive map prior to the Extinguishing procedure scheduled for 01.01.26. Members decided to decline the request.

- 22. DAPTC Annual Training programme-** to review and inform the Clerk if anyone wishes to attend. The Course – Councillors Seminar on 8<sup>th</sup> October 10am to 15.30 at Chickerell (cost £40 each) is the update for Councillors course. Essentials for all Councillors is the new Councillors course. Please note Chief Executives circular 02/16 DAPTC Star awards for Councillor Development

- 23. Village Hall Management Committee-** Minutes for March emailed to Members, noted.

- 24. Fire Risk Assessments** – Members noted that the Clerk has carried out and completed Fire Risk Assessments with the Youth and Tennis Clubs. The VHMC is responsible for their own but have been requested to forward a copy once reviewed for the Council records.

**25. Exchange of information:**

1. Cllr Dyer reported a number of complaints about speeding especially near the bend on Boundary Lane and parked cars at the same point. The Clerk was asked to make enquiries about yellow lines at this point.
2. Cllr Bryan reported:
  - Attending a meeting on 4<sup>th</sup> June about boundary changes.
  - A338 work on the verges will stop soon due to reptile movements and recommence September
  - Sound reduction fencing is currently being installed along Hurn Road A338
  - Christchurch and EDDC Health Clubs are offering competitive single membership rates
  - For those confused about the referendum there is a new site “A better referendum”
  - DWP are changing their collection dates in July. There are roadshows arranged although none in this Parish which Cllr Bryan is querying. Residents will be informed individually by letter and through the media.
3. Cllr Mrs A Warman reported:
  - Quotes had been obtained for legionella testing of the hall the cheapest was £700 per annum. EDDC will train the hall to carry out their own and also do the Fire Risk Assessment. This is booked for 6<sup>th</sup> July.
  - DWP have altered their rubbish collection day to a Tuesday which has caused some issues.
  - Queen’s Birthday – Moors Valley are doing the hog roast and so far 102 tickets have been sold.
  - Cllr Warman asked Cllr Bryan to thank Hansons for their hard work on the A338.

Meeting closed at 8.55pm

**Chairman**