

## ST LEONARDS & ST IVES PARISH COUNCIL

Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 22<sup>nd</sup> February 2017 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 A Davies

Cllr M Dyer

Cllr B Goringe

Cllr N Hindmarch

Cllr Mrs S Marshall

Cllr Mrs B Waugh

Cllr Mrs A Warman

Cllr R Warman

Present: Mrs A Jacobs Clerk

Members stood for a minutes silence in memory of Cllr Michael Hockley who passed away on the 19<sup>th</sup> February 2017.

The Chairman then opened the meeting and asked that the Council continued Cllr Hockley's interest in the use of social media as it could be a very useful tool.

**258. Pecuniary Interests:** None

**259. Apologies** were received and accepted from Cllr J Crow,

**260. Public Questions:** none

**261. County Councillor:** A report had been circulated by Cllr Richardson with the agenda. A copy of which appears as appendix A with these Minutes in the Minute Book. Cllr Richardson highlighted the ongoing issues with another temporary closure of Boundary Lane. Cllr Richardson was asked to highlight to Officers and Contractors the need for measures and enforcement to be taken to prevent breaches to the closure.

The Council thanked Cllr Richardson for his service to our Ward as this was to be his last attendance at Full Council before the DCC elections, where he is not standing again.

**262. Minutes of the Parish Council Meeting held on 25<sup>th</sup> January 2017 – pages 48-51 –** The minutes of this meeting were agreed unanimously as a true and accurate record. Proposed by Cllr Mrs J Carter, seconded by Cllr R Bryan.

**RESOLVED: To adopt the minutes of the meeting held on 25<sup>th</sup> January 2017 as a true and accurate record.**

**263. Matters arising from the Minutes:**

- Precept Demand for 2017/2018 of £86,451 has been made and acknowledged.
- Pensions Auto Enrolment (Staging Date 1<sup>st</sup> Feb 17 Declaration due by June) - The final individual Membership number is still awaited to enable the declaration of compliance to be completed. DCC have been reminded, the rest of the declaration is complete.
- St Ives House – Query despatched to EDDC concerning the splitting of the site for sale, a response is awaited. Members noted that when the application was put to the Parish the applicant stated that only the care home staff would be using the entrance off Horton Road which does not appear to be the actual case.

**264. Correspondence:**

1. EDDC Agendas
2. Floodwarden newsletter forwarded to flood wardens
3. Report of chicken carcass left on Braeside Road- signs now erected.
4. Email received re Waste and refuse incinerator for Woolsbridge Ind Est – Dorset Waste Advisory Committee to discuss. Email acknowledged with a copy of our response to the consultation.
5. Minerals and Waste Plan update
6. New Ranger for Avon Heath Ben Wallbridge would like to come in and report on plans and events taking place at the park. Members agreed to invite the Ranger to the next meeting on 29<sup>th</sup> March.

Emails circulated:-

1. North Dorset LAG – directing grants to rural areas. Via DAPTC
2. Christchurch and East Dorset News letter 02.02.17
3. DCA Conference workshop on premises management
4. RADAR keys will no longer be available at Council offices. Available from TIC's

**265. Committee Meeting Minutes:** Members adopted the approved minutes of the Planning Committee meeting held on 26<sup>th</sup> January 2017, proposed by Cllr Mrs A Warman, seconded by Cllr A Davies.

**266. Village Hall Management Committee:-** Minutes for January awaited. Noted.

**267. Annual Parish Meeting** – Cllr Dyer is attending another Council meeting. Cllr A Davies was requested by the Council to attend the next Eastern Area meeting to be held at Alderholt on the 19<sup>th</sup> April, 2017. The rest of the Members indicated that they would be present at the APM. The speaker Mrs Pat Shepherd has confirmed that she is available.

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

1. DAPTC – no meeting.
2. Homewatch – next meeting 14<sup>th</sup> March. The Clerk reported that the NPT used the Parish Office on the 15<sup>th</sup> February for an open event, there were 5 visitors in the hour.
3. EDEP - no meeting.
4. Allotments – The Chairman updated Members. Advice was sought by the Agent from EDDC and the application was made based on the information received. The Chairman will check the site and mapping before compiling a response. It was suggested that the Chairman should arrange a site meeting with the Head of Planning or Senior Officer Kim Cowell. The Clerk will forward their email addresses to the Chairman.

**269. Newsletter** – Due to a lack of copy the Clerk and Chairman, under delegated powers agreed not to proceed. To comply with our Statutory Duties an article advertising the Annual Parish Meeting and giving some background on the Council has been submitted to the St Leonards & St Ives Directory for their March edition. The Publishers are willing to allow for a page to two pages of input each month at no cost. The distribution coverage is the same as that offered by Royal Mail for the last newsletter. This was discussed and it was agreed unanimously that the Clerk would submit a monthly article on a 6 month trial basis.

**270. Burial Ground** – The Chairman gave a brief verbal report. Test holes were being dug ready for the consultant however these must be complete by Monday as the tests must be done in February or we will have to wait another year. The Chairman and Clerk had agreed under delegated powers (and for H&S reasons) that a motorised Auger should be purchased to assist with the work, it can also be used for tree planting. The holes have to be dug to a depth of 3 metres. Provided a favourable report is received the next step will be planning.

**271. Finance Matters:**

- i) The revised schedule of payments for January and February payments made to date were approved. Proposed by Cllr R Bryan, seconded by Cllr R Warman. Agreed unanimously.  
**RESOLVED: To approve the revised schedule of payments for January and February payments made to date.**
- ii) Members reviewed and approved the bank reconciliation for end January. Proposed by Cllr R Warman seconded by Cllr R Bryan.  
**RESOLVED: To approve the bank reconciliation for end January**
- iii) Internal Audit – as per the report members resolved that the Standing orders and Financial Regulations Annual Review was conducted at the Annual meeting in May 2016 and no changes were recommended at that time. Copies of these documents are in the green Councillor folder. Proposed by Cllr R Bryan, seconded by Cllr A Davies.  
**RESOLVED: that the Standing orders and Financial Regulations Annual Review was conducted at the Annual meeting in May 2016 and no changes were recommended at that time**
- iv) Reserve Accounts – Members to note monies are currently in holding accounts. Concerns raised by HSBC over sleeper fraud. Members discussed and approved additional signatories on the Reserves and Lloyds Accounts.

**RESOLVED: To add Cllr Mrs B Waugh and Cllr Mrs S Marshall as Authorised signatories for the reserve accounts and for the Lloyds bank accounts.**

Proposed by Cllr Mrs A Warman, seconded by Cllr R Bryan, Agreed with Cllr Mrs Waugh and Cllr Mrs Marshall abstaining.

- v) Signing and Year end: Members resolved to approve the Clerk for internet banking information access only, not signing of payments.

**RESOLVED: The Clerk is authorised to access only the Lloyds account on the internet.**

Proposed by Cllr B Goringe, seconded by Cllr R Warman. Agreed unanimously.

- vi) Youth Club Accounts – The Council approved the Clerk for signing cheques as the RFO and manager of the Youth Club Account and Cllr B Goringe was also approved as a signatory on the account. This will need to be ratified by the Youth Club subsequently. Proposed by Cllr R Bryan, seconded by Cllr A Davies. Agreed with Cllr B Goringe abstaining.

**RESOLVED: The Clerk and Cllr Goringe are authorised to sign on the Youth Club account.**

**272. Amenities –** The Clerks reported that the bench was on order.

**273. Highway Issues Horton Road –**Cllr A Davies reported. Members discussed the report and agreed that Cllr Davies would meet with the Highways Officer and the Clerk to investigate the issues raised. It was highlighted that it might not be possible to attend to all of the issues, however opening up a useful and productive dialogue with DCC was the aim to improve safety. Cllr Mrs Marshall reported that the pavement between Moors Valley and the Industrial Estate was seriously overgrown, the Clerk will report this as well.

**274. District Councillors' Update:**

Cllr Goringe reported: Further to the consultation on Unitaries the Councils all voted at the end of January, 6 of the 9 voted in favour of there being two Unitaries, one rural one urban. The other three including EDDC, Christchurch and Purbeck voted against the cases are now being prepared and put to the Secretary of State.

Cllr Dyer reported that it is the Secretary of State who will decide whether to impose unitary on all the Councils.

Cllr R Bryan: Christchurch voted in a new leader on Monday, Cllr D Flag. EDDC have managed a balanced budget and this Parish has one of the lowest increases in Council tax this coming financial year. A new volunteer policy is being discussed and this was highlighted to the Clerk.

**275. Exchange of information:**

1. Next meeting 29<sup>th</sup> March 2017 - 7.00pm
2. Youth Club Corporate Trustee meetings – The Clerk suggests these are held quarterly immediately after the full Council meetings (on the same night) to be held in March; June; September and November. The meetings must be separate to the Full Council with separate Minutes. It has been suggested to the Youth Club that they could arrange a meeting a week before so that a report from them will be available. The Clerk will arrange for a quarterly financial statement to be produced. Noted. The Clerk will speak to Mr Walker about auditing the Youth Club accounts. It was suggested that the Clerk may wish to address a forthcoming Youth Club meeting if invited. It was noted that the Council representatives were Cllr R Bryan, Cllr R Adkins with Cllr M Dyer as a reserve.
3. The Clerk highlighted that some unforeseen issues had arisen with the Tennis/Bowls Club fence. The Clerk had confirmed to the Tennis Club that the high chain link fence is the responsibility of the Bowls Club and specified as such within their lease. The Clerk has suggested that the two Clubs need to discuss possible solutions.
4. Cllr Mrs Warman: Reported issues with Food Caddys when being emptied complaints about food waste being left on pavements have been received from residents of The Glade and The Spinney so far.
5. Cllr Hindmarch reported that there had been a burst water main in Beech Lane.
6. Cllr Goringe asked Members to keep an eye out and to report fly tipping to the Clerk.

Meeting closed at 8.45pm

Chairman