

**ST LEONARDS & ST IVES PARISH COUNCIL**

Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 27<sup>th</sup> March 2019 at 7pm  
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Present: Cllr A Davies, Chairman

Cllr R Adkins

Cllr M Dyer

Cllr N Hindmarch

Cllr Mrs K Neale

Cllr R Bryan

Cllr K Gawler

Cllr Mrs S Marshall

Cllr J Parker

**In attendance:** Mrs Ann Jacobs, Clerk**294. Pecuniary Interests: None****295. Apologies** were received and accepted from Cllr B Goringe (attending an EDDC civic event) Cllr Mrs A Warman and Cllr R Warman.

Cllr Bryan apologised for not apologising for the last meeting however, a family emergency arose on his way to the meeting, these were accepted.

**296. Minutes of the Parish Council Meeting-**The minutes of the Full Council held on 27<sup>th</sup> February 2019 pages 58 to 60 were agreed as a true record. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler. Agreed unanimously.**RESOLVED: To adopt the minutes of the full Council meeting held on 27<sup>th</sup> February 2018.****297. Matters arising from the Minutes**

- Tennis Club lease is with the Solicitor, updated Trustee details have been obtained and forwarded. As the Club is not a corporate body individual Trustees are required this would apply to the Bowls Club Lease as well. Noted

**298. Correspondence to be noted:**

1. Agendas EDDC
2. DWP advice on speed limit stickers on bins, Police advice is to discourage use due to distraction and other issues. Causes more issues than it resolves.

**299. Transfer of Land from EDDC** – Transfer papers have now been received and signed. The Clerk will be returning the papers tomorrow to the Parish Solicitor. The Clerk was asked to ensure that the EDDC Solicitor was advised that they are all signed and the location of them. Cllr Bryan was concerned due to the timescale and LGR completion.**300. Annual Parish Meeting** - 22<sup>nd</sup> May 2019 at 7.30pm in the Main Hall Members discussed the format and agreed to engage a speaker for after the statutory section. The Clerk was asked to encourage attendance and hoped to get the invite into the next free directory. A short update concerning the new Council will be included in the Parish presentation.**301. District Councillors' Update**Cllr Dyer – all nearly over the LGR is completed on Monday 1<sup>st</sup> April and the District Council will no longer exist. Still a lot unknown still unclear what functions will be taken on by the new Authority.Cllr Bryan advised that there had been very little liaison between EDDC and the County Council yet other Districts appear to have had more liaison. A lot of senior officers are taking redundancy so there is a lack of continuity, from April the County Council will be seriously understaffed. There appears to have been a lack of communication on a number of issues including Ferndown Industrial Estate one of the biggest in Dorset, Play areas etc. Things need to settle but there will still be a lot of functions to sort out. The first Planning meeting of the new Council is not until June and yet applicants can apply for determination after a set period. The new Area Board will be meeting in Wareham but they will be in the afternoons, how this will work is unknown.**302. Parish Councillors' Reports -To receive reports from Parish Councillors including:-**

1. DAPTC – Cllr Davies attended the Annual Conference on 26<sup>th</sup> March. The bigger picture for Council services was a major topic and the new CE gave a presentation. A talk on integrating services was given and a Councillor from Glastonbury gave an informed talk on getting the residents to provide input on what they want. Martin Horton talked about managing change and the relationship between one Authority and another. It appeared to Cllr Davies that DAPTC

wants to be an authoritative body in its own right rather than a conduit.

2. Homewatch – Cllr Davies gave a short report from the Minutes of 6<sup>th</sup> March. Homewatch appears to be revitalised with a new Committee. Involved in social media which appears to be a very viable communication There is a new Police Inspector Simon Perry. Marketing – they are looking at trying to get more Members from the Victory Oak properties. Rogue trading is taking place on a big scale, one example was a Red Cross charity, canvassing door to door which should not be done. AGM on 27<sup>th</sup> April 1300 doors open. A social event July early August is planned.
3. EDEP Meetings – no meetings but a lot of the work is done by email circulation via the Chairman. The Parish is kept informed.
4. Bournemouth Airport Consultative Committee – The Clerk read a short report from Cllr Goringe who had attended their last meeting:-
  - Current passenger numbers are on budget at 680,000 year to date. Projected passenger numbers to hit 1.5M in 5 years, working hard with Ryanair and Thompson to increase flights to new destinations along with attracting new airlines.
  - Swissair the current company who handle the ground operations, their contract finishes at the end of this month (March) and these operations will then be carried out in house.
  - Hanger 12 has been vacated by the large Boeing 747 and now taken over by Gama Aviation who have relocated from Farnborough and will be employing 80 personnel.
  - On the Business Park a planning application is being submitted in April (2019) for the North side with an extension to the current road, development of 30 hectares of land with new buildings for specific customers. The Planning application will end up going to the new BCP Council, the Clerk will contact the Clerk at Hurn to ask if they could contact us if they hear anything about the application.
  - Construction of the development will start in January 2020 and the site will be delivered in early 2021 with the infrastructure.
  - One unit will be taken over by Reed Steel who will be vacating their site in Christchurch.

**303. County Councillors Report** – Cllr Bryan reported - Last Council meeting to be held on 28<sup>th</sup> March. At the last Shadow Council meeting there was concern about the role of DAPTC in the new Council. Newsletters are going out to Parishes and Towns direct from the Shadow Authority. When DAPTC were originally set up they were set up as a training body but now they seem to be deviating from this. The new Council will be desperately short staffed, droves of staff are leaving. Many staff are over 55 so they are also going with their pensions leaving a pensions deficit. Good news is in this area the Council tax bills are good with a low increase only the Police seems to have gone up. Attended the Stour Valley Partnership meeting and it has been agreed to continue with them and the DWP for the near future. Although a balanced budget produced a significant amount of savings will be needed. 83% will be spent on Social Care and only 17% on general Council services.

**304. Rights of Way** –

- i) The report from the PROW Volunteer Officer was noted. The Clerk will thank him for his efforts.
- ii) Members considered the request to seek someone to assist in the annual walking of routes. It was agreed to defer this to after the appointment of the new Council

**305. Code of Conduct** – Members discussed the draft of a revised Code of Conduct. The draft submitted was duly adopted together with the section on Predetermination and Bias. Proposed by Cllr R Adkins, seconded by Cllr Mrs S Marshall, agreed unanimously.

**RESOLVED: The draft was duly adopted by the Parish Council.**

**306. Finance:**

- i) The schedule of payments March was reviewed and agreed. Proposed by Cllr K Gawler, seconded by Cllr Mrs K Neale. Agreed unanimously.  
**RESOLVED: To approve the schedule of payments for March as presented.**
- ii) The bank reconciliation for end of February was reviewed and agreed.  
**RESOLVED: The bank reconciliation for end of February was agreed.**
- iii) Review of the effectiveness of the system of internal Audit – Members reviewed the scope and effectiveness of the system of Internal Audit which it accepted as being effective, adequate and independent. Proposed by Cllr R Adkins, seconded by Cllr J Parker.  
**RESOLVED: Following a review it was agreed that the system of internal Audit is effective, adequate and independent.**
- iv) Risk Assessment policy –Members reviewed and agreed that the draft policy was adequate for its purpose. Additional sites have been included. It was suggested that the Clerk should liaise with

the Fire Brigade once the new work to the Youth Club is done. Cllr Gawler advised that the Charity Commission advise that Safeguarding policies need to be copied to all Trustees. Cllr Bryan expressed concern about the Clerk working alone. It was agreed that the policy was adequate for its purpose at this present time. Proposed by Cllr J Parker, seconded by Cllr Mrs K Neale. The Clerk will discuss a different format and review the policy with Cllr Parker particularly with regards to risk mitigation responses. To be reviewed once new office is ready. An assessment of the gross risk needs to be put in and then assess what measures are to be taken and then the result.

**RESOLVED: That the risk assessment policy was adequate for its purpose with a review once the new premises are ready.**

A new Committee will be set up to review once the new Council is formed.

- v) The Clerk reported that there was a significant underspend on budget Vs Exp to date mainly due to allocated provision for the Youth Club, LGR costs and new facilities not being utilised. Some accruals will be provided for solicitor fees and grounds work. Review with full figures at the April meeting.

### **307. Amenities:**

- i) Dog warden Report – noted.
- ii) Dog Waste Bin Collections – The Clerk advised a significant increase in costs from 1<sup>st</sup> April. The Clerk had already negotiated a contract with DWP who will be charging less than half of the new rate but at some point the bins will be changed to wheelie bins. Bins must be within 10 metres of the highway so a couple of bins will need relocating. .
- iii) The Dog Warden Service will change from 1<sup>st</sup> April to a SLA agreement with BCP there are some paperwork issue to resolve. Noted
- iv) Report on play area – and Annual report by the Play Inspection Company was noted. The Clerk has forwarded the report to the Monthly maintenance company and is reviewing the report in detail. The Council may wish to consider a refurbishment to include new soft tarmac surface. Cllr Davies has asked a couple of companies to provide some advice who were displaying trade stands at the Annual Conference.

**308. Clerks Holiday arrangements** – Clerk's leave is booked from 19<sup>th</sup> June to 3<sup>rd</sup> July inclusive and 18<sup>th</sup> and 19<sup>th</sup> July. Members asked the Clerk to bring the June Full Council meeting forward outside of the leave period and to ask Mrs Bradbury if she can cover any planning meetings and some office time. At present the new process for planning responses is unknown. The new governance document states that for an application to go to Committee the Parish will have to ask the Ward Member to support it.

**309. It was resolved to exclude the Press and Public to discuss the Clerk's appraisal and salary and the quotations for the Youth Club alterations. Proposed by Cllr R Bryan, seconded by Cllr K Gawler. Agreed unanimously.**

**310. Members received the Clerk's Committee Report.** See confidential Minutes 310 and 311/ 2019

**311. Youth Club Alterations** – Members discussed and considered the quotations received for the work. Five companies had been contacted four had provided quotations for the work by sealed bid. It was agreed that Avon Valley Developments would be engaged to carry out the work including the additional sum for the extra painting. It was noted that the company details had been supplied by the Architect, they were Check A Trade Members and they had also confirmed their availability.  
**RESOLVED: To appoint Avon Valley Developments to carry out the alterations to the Youth Club.**

### **312. Exchange of information:**

- 1. A reminder of future meeting dates was given.

Meeting closed at 8.42pm

### **Chairman**