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| St Leonards & St Ives Parish Council The Parish Office  Village Hall, Braeside Road,  St Leonards, Ringwood, Hants, BH24 2PJ  Clerk to the Council: Mrs Ann Jacobs  Telephone: 01425 482727 email: [office@stleonardspc.org.uk](mailto:office@stleonardspc.org.uk)  [www.stleonardspc.org.uk](http://www.stleonardspc.org.uk) |  |

9th May 2019 **To: All Members of the Parish Council**

**Dear Councillor**

**ANNUAL MEETING OF THE PARISH COUNCIL**

You are hereby summoned to attend the Annual meeting of the Parish Council to be held in the Committee Room, Village Hall, Braeside Road, St Leonards on **Wednesday 15th May 2019** at **7.00 pm** to transact the business as listed on the agenda below:-

**Mrs Ann Jacobs, Clerk to Council**

***No Fire drill is planned please exit the building if the alarm sounds***

***Meetings are recorded to facilitate the compilation of the Minutes only***

**AGENDA**

**All Members are reminded that they may not take part in any meeting of the Council until they have signed their declaration of Acceptance of Office form in front of the Clerk the Clerk will be available from 6pm this evening.**

**1. Election of Chairman of the Council for the 2019/2020 Municipal Year.** (Nomination slips are

attached – to be handed to the Clerk the day before the meeting or emailed).

**2. Declaration of Acceptance of Office -** The Chairman will make and sign the Declaration

of Acceptance of Office as Chairman.

**3. Election of Vice-Chairman of the Council for the Municipal Year 2019/2020**

(Nomination slips are attached – to be handed to the Clerk the day before the meeting or emailed).

Members are reminded of Standing Order 2 (e) page 3 adopted 25.08.10 - “a Vice-Chairman shall

accept the expectation of being nominated as the next Chairman.”

**4. Public Open Forum** immediately after the above items for 5-10 minutes - An opportunity for Members of the Public to ask questions of the Council. Members of the Public are reminded that they must not interrupt the meeting when this item has ended. Please note that the meeting must resume promptly to ensure the conclusion of business.

**5. Pecuniary Interests:** Members are required to declare any Pecuniary Interests which have not already been included on their Register of Interests form. To consider any written requests for a Grant of Dispensation for items on the agenda.

(Members are respectfully reminded that standing order 13(b) requires a Member with a discloseable interest in an item to withdraw from a meeting for that item.)

**6.** **Apologies:** To receive Apologies for absence

**7. Co-option of applicants to fill the two vacancies** - one in the East and one in the West following the election on 2nd May 2019. Members to review applications received and if minded resolve to co-opt to fill the vacancies. In accordance with the Representation of the People Act 1983 the Council has 35 days from the date of the election to co-opt without further advertising for a potential bye-election.

**8. Minutes of the Parish Council Meeting held on 24th April 2019 pages 68-70 -** To approve and

adopt the minutes of this meeting.

**9. Matters arising from the Minutes**

**10.** **Appointment of Committees and Parish Council Representatives to Outside**

**Organisations/Specific Posts (see description of roles – green folder) for 2019/2020**

a) To confirm the appointment of Members of the Planning Committee

c) To confirm the appointment of Parish Council representatives

**11.** **Correspondence:**

**12. Members Green Handbook - Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) –** Members to review the following documents as per their Green handbook.

12.1 The following documents are being reviewed with no changes recommended:

1. Code of Conduct – as adopted at the FC on April 2019

2. Standing Orders – new NALC Model published 2018 Changes since last adoption in grey highlights

3. Terms of Reference for Planning Committee and Clerks Committee

4. Policies of the Council standard review no amendments recommended:-

Advertising; Bullying and Harassment; Complaints procedure; Equal Opportunity; Freedom of Information; Funeral protocol; GDPR; Press and social Media; Public Speaking; Recording of meetings and Social Media.

5. Financial Regulations – based on the NAC Model 2016

6. Calendar of meetings dates

12.2 New Grit Bin Policy – new policy redrafted following Min.278 (27.02.19) based on the

recommendations of the County Highway Officer

**13. Power of Competence -** to review and consider whether to adopt the power which will result in allowing the Council to have wider powers and authority to spend. The Council currently meets the qualification criteria and previously adopted the power. If minded the Council will adopt the power until the end of the term of the Council expires in 2024.

**14. Finance:**

i) To review and approve the schedule of payments for May

ii) To review and approve the bank reconciliation for end of April

iii) To receive the report from the Internal Auditor and consider recommendations made

iv) Annual Return and Governance – To confirm that the Internal Auditor has now concluded his examination and signed off the Return. Chairman and Clerk have signed the Annual Return in accordance with Minute 330 (i) and 330 (ii)

v) To approve a regular direct debit payments to SSE for play area lights on a monthly basis

vi) To note receipt of the first half of the precept.

15. Public Path Diversion order – Footpath 8 – To receive notification of a minor diversion of footpath 8.

Members to consider and if minded respond.

**16. Amenities:**

**i)** Dog warden report

ii) To report any other amenity matters arising

**17. To adopt the approved minutes of the following Committee Meetings:-**

Planning.10th January 2019; 21st February 2019; 14th March 2019 and 4th April 2019

18. Dorset Council – Report from appointed Members

19. Parish Councillors’ Reports -To receive reports from Parish Councillors including:-

1. DAPTC

2. Homewatch

3. EDEP Meetings

20. DAPTC Subscription fee for 2019/2020 – Members to consider and if minded approve payment.

21. Pavement and Grass Verge Parking – to receive a letter of concern from a resident about parking on pavements and verges and its impact. Members to consider and direct any possible action.

**22. Village Hall Management Committee-** To receive accounts to February 2019 and if minded to

sanction release of the grant cheque for 2019/2020 provisionally allocated in the budged for £8,000..

**23. Tennis Club Lease –** To receive an update and if minded to resolve to proceed with signing.

**24. Exchange of information**: Next meeting to be held on 12th June 2019 and will be followed by a Trustee meeting of the Youth Club for all Members.

Nominations for Chairman and Vice Chairman can be made on the night or before but need to be proposed and seconded.

Voting will be In accordance with Standing Order 12 and Minute 493 (24.04.13) - by Secret ballot

**Nomination for Chairman of the Parish Council for 2019/2020**

From Cllr ……………………………………. I would like to propose:

Cllr ............................................................................................ **For Chairman**

Seconded by: ............................................................................

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**Nomination Vice Chairman of the Parish Council for 2020/2021**

Members are reminded of Standing Order 2 (e) page 3 adopted 25.08.10 “a Vice-Chairman shall accept the expectation of being nominated as the next Chairman.”

From Cllr ……………………………………. I would like to propose:

Cllr ............................................................................................ **For Vice Chairman**

Seconded by: ............................................................................

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