ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 27th May 2020 at 7pm

Held virtually

Present: Cllr A Davies, Chairman

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| Cllr R BryanCllr M DyerCllr K Gawler | Cllr B GoringeCllr Mrs M GoringeCllr N Hindmarch (dialled in by phone) | Cllr Mrs U LucasCllr Mrs K NealeCllr Mrs S Marshall | Cllr J B ParkerCllr J W Parker |

**In attendance:** Mrs Ann Jacobs, Clerk and Mr J Ross observing.

**The retiring Chairman, Cllr B Goringe took the Chair for the election of the Chairperson for 2020/2021**

**Public Open Forum**: None present.

**1. Election of Chairman of the Council for the 2020/2021 Municipal Year** – Cllr A Davies was proposed as Chairman for 2020/2021, there were no other nominations. This was agreed unanimously. Proposed by Cllr M Dyer, seconded by Cllr B Goringe.

 **RESOLVED: Cllr A Davies was elected Chairperson for 2020/2021 and took the Chair.**

**2. Declaration of Acceptance of Office –** The Clerk read out the declaration. Cllr Davies verbally agreed to accept the office of Chairman and abide by the declaration. The Clerk will arrange for a signed copy as soon as possible.

**3. Election of Vice-Chairman of the Council for the Municipal Year 2020/2021 -** Cllr J B Parker was proposed as Vice Chairman for 2020/2021, there were no other nominations. This was agreed unanimously. Proposed by Cllr M Dyer, seconded by Cllr B Goringe.

 **RESOLVED: Cllr J B Parker was elected Vice Chairperson for 2020/2021.**

**4. Declaration of Acceptance of Office –** The Clerk read out the declaration. Cllr J B Parker verbally agreed to accept the office of Chairman and abide by the declaration. The Clerk will arrange for a signed copy as soon as possible.

Cllr Goringe was thanked for his superb work as Chairman over the last 2 ½ years. The Council offered their grateful thanks for his service.

**5. Pecuniary Interests:** None declared

**6.** **Apologies:** None, all Members present.

**7. Minutes of the Parish Council Meeting held on 26th February 2020 -** The Minutes were agreed as a true and accurate record. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler.

 Agreed. Cllr J W Parker abstained as he was not present at the meeting the rest were all in favour.

 **RESOLVED: The Minutes of the Parish Council Meeting held on 26th February 2020 were adopted.**

 The Clerk will arrange for the file copy to be signed as soon as possible.

**8. Matters Arising:**

* Min. 261 – Signatories Lloyds new signatory all accepted. AIB nothing has been heard from the bank, the Clerk will pursue a response.
* Min. 263 – Reserve Investments – suspended any further action due to the COVID 19 effect on the markets.
* Min. 265 New Copier – due to lockdown currently purchased but held by supplier. The Clerk has now made contact to try and sort out delivery.

**9. Corona Virus Act and Virtual Meeting Platforms –** Members had received the NALC guidance on virtual meeting platforms. The Clerk had registered and was currently using Zoom Pro. This was discussed. The Council will continue to use Zoom Pro but monitor updates to ensure all security measures are taken.

**10.** **Resignation of Mrs Ann Warman from the Council – Members received** Mrs Warman’s letter of resignation. The Clerk confirmed that the statutory notice has been placed on the Parish and Dorset Council websites (16th April 2020) and the noticeboard adjacent to the Parish Office. The deadline for calling for a bye election was the 6th May 2020. No bye election was claimed. This was discussed it was agreed that the Council would co-opt to fill the casual vacancy. The Clerk will arrange for posters to be put up and due to the lockdown it was agreed that co-option would take place at the July full Council meeting to allow more time for the process. Members will hold a private meeting to meet with any applicants and then finalise matters at the end of July.

 The Council noted the superb service and hard work of Mrs Warman, who had served the Parish for over 40 years. The Clerk has written a letter of thanks to Mrs Warman on the Council’s behalf.

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

 **Organisations/Specific Posts (see description of roles – green folder) for 2020/2021**

a) Members of the Planning Committee were confirmed as Cllr Davies; Cllr K Gawler; Cllr N Hindmarch; Cllr Mrs S Marshall; Cllr Mrs K Neale; Cllr J B Parker; Cllr J W Parker. Proposed by Cllr Mrs S Marshall, seconded by Cllr K Gawler. Agreed Unanimously.

 **RESOLVED: Members as listed were appointed to the Parish Planning Committee.**

b) Members reviewed the appointment of Parish Council representatives to outside bodies and other Committees and Working Parties. These were agreed, unanimously, to remain as per 2019/2020 with the exception of the Freedom Youth Club, Cllr Mrs Neale wished to withdraw from the Management Committee as the Youth Club is in lockdown until at least September the vacancy will be reviewed at September’s meeting.

**12. Correspondence:**

Trailway - Complaints have been noted concerning the apparent conflict between pedestrian and cycle users. It has been noted that priority signs appear to be missing. Enquiries are being made with Dorset Council about replacement signage. Noted. The Clerk designate reported. Once Mr Ross commences his duties on 1st July he will meet with Senior Rangers from Dorset Council to look at signage and media work to publicise the issues. Currently Dorset Council has some higher priority issues ongoing so there will be some delay as they are working hard at re –opening parks following the social distancing guidelines. Members indicated that they would in principle be prepared to consider funding for some additional signage up to £300 if needed.

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

13.1 The following documents were reviewed with no changes recommended. Agreed unanimously.

 Proposed by Cllr J B Parker, seconded by Cllr J W Parker.

 **RESOLVED: No change to the following documents:-**

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

**2. Terms of Reference for Planning Committee and Clerks Committee**

**3. 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; Tree Policy.**

**4. Grit policy**

13.2 Documents reviewed and changesagreed to the following documents, proposed by Cllr Mrs M Goringe, seconded by Cllr Mrs S Marshall. Agreed unanimously:-

**RESOLVED: To accept the changes as detailed to the following documents:-**

* Standing orders NALC 2018 amendments issued July 2019 (3 pages) – minor changes but to correct typographical mistakes (pages 17 & 18 only reprinted) and a new Appendix 1 to take into account Corona Act and holding remote meetings.
* Financial regulations based on the NALC July 2019 model. Whole section replaced
* Meetings Calendar – circulated by email.

Copies of the amended documents appear as Appendix A with these Minutes in the Minute Book.

**14. Assessments -** Thanks to a resident volunteer for carrying these out on behalf of the Parish.

 i) Reports

1. **Parish sites –**The report on the assessment of Parish sites was noted. Some minor works will be processed as regular maintenance. A copy of the report appears as Appendix B with these Minutes in the Minute Book.
2. **Bus Shelters** – Have been risk assessed and are sound. Some minor painting tasks will be undertaken by the Lengthsman. Noted. A copy of the report appears as Appendix C with these Minutes in the Minute Book.
3. **Fire System –** Quotations are being sought, delayed due to lockdown.
4. P**roperty Replacement Heating system Youth Club–** Members received a report on the need for a new heating system for the Youth Club which was noted. A copy of the report appears as Appendix D with these Minutes in the Minute Book. Since the report was despatched a further quote has been received however this was an additional £1800 higher than the ABC quotation. Due to lockdown we have been unable to source any further quotations. Further enquiries have been made to ensure best value. The work is of a specialised nature so suitable providers are limited. It would be prudent to carry out the work during lockdown to avoid a loss of revenue should the Nursery wish to return. This was discussed it was agreed unanimously, to proceed and instruct ABC of Ringwood to carry out the work as soon as possible. Proposed by Cllr N Hindmarch, seconded by Cllr B Goringe.

**RESOLVED: To instruct ABC of Ringwood to carry out the work at a cost of £7150.29**.

Cllr K Gawler temporarily left the room for item 14. (ii) and then returned at 7.25pm for item 15..

 ii) **IT for Asset Management and communications for the Clerk –** Members received a report detailing improvements for Asset Management and communications for the Clerk. A copy of the report appears as Appendix E with these Minutes in the Minute Book. This will enable electronic asset management and ensure all details can be securely held on the Cloud it will also provide a business mobile number for the Clerk which will enable cover during annual leave and other absences.This was discussed. It was agreed unanimously to proceed with the purchase as detailed.Proposed by Cllr B Goringe, seconded by Cllr J W Parker.

 **RESOLVED: to proceed with the purchase of a mobile phone and Zetasafe app.**

15. Amenities:

(i) Benches at alongside the play area at Braeside Road Min. 97 (iv) refers. After further investigation and enquiries a price of £ 1,100 + VAT for replacing the wooden slats on all 8 benches and seats with recycled plastic has been obtained. The steel structure of each seat appears to be sound. To reuse the existing structure is the recommended option. This was discussed. It was agreed unanimously to proceed with replacing the slats with recycled plastic. In principle two of the benches will be in rainbow colours provided the colours will not significantly fade. Proposed by Cllr B Goringe, seconded by Cllr K Gawler. The other seats will be in black.

RESOLVED: To proceed with replacing the slats with recycled plastic as detailed.

(ii) The Clerk reported on the requirement to issue a garden licence to replace the licence issued by EDDC for a resident at the Spinney Copse. This was discussed. It was agreed unanimously to proceed. Proposed by Cllr J B Parker, seconded by Cllr Mrs M Goringe.

RESOLVED: To issue the garden licence as discussed.

**16. Finance:**

i) Members reviewed and approved the schedule of payments for March, April and May. A copy of the schedule appears as Appendix F with these Minutes in the Minute Book. Proposed by Cllr J B Parker, seconded by Cllr Mrs S Marshall. Agreed unanimously.

 **RESOLVED: To approve the schedule of payments for March, April and May cheque numbers 005277 to 005311 retrospectively.**

ii) Members reviewed and approved the bank reconciliations for end of March and April. A copy of the reconciliations appears as Appendix G with these Minutes in the Minute Book. Proposed by Cllr R Bryan, seconded by Cllr Mrs K Neale. Agreed unanimously.

 **RESOLVED: To approve the bank reconciliations for end of March and April retrospectively.**

iii) Members received the report from the Internal Auditor no matters were raised. Noted.

v) Members approved the regular direct debit payments to SSE for play area lights and to Onecom for broadband provision on a monthly basis. In addition to approve regular direct debit payments for gas and water for the Youth Club unit. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler. Agreed unanimously.

 **RESOLVED: To approve the direct debit payments for the play area lights, SSE and Onecom for broadband and in addition to approve the direct debit payments for utilities for the Youth Club unit.**

vi) Members noted receipt of the first half of the precept and further CIL funds of £5701.12.

vii) Members noted the Annual Parish Meeting Summary of accounts for 2019/2020 which would be published on the website. A copy of the summary appears as Appendix H with these Minutes in the Minute Book. A copy of the budget vs expenditure was noted a copy appears as Appendix I with these Minutes in the Minute Book.

**17. Annual Return for 2019/2020 –** A Copy of the return appears as Appendix J with these Minutes in the Minute Book.

i) Annual Governance Statement for 2019/20120– Members considered the Annual Governance Statement and agreed unanimously with the declarations made. The Clerk and Chairman to be authorised to sign Section 1, Proposed by Cllr K Gawler, seconded by Cllr Mrs S Marshall.

 **RESOLVED: That this Council agrees with the declarations made on the Annual Governance Statement, and authorised the Chairman and Clerk to sign section 1 on behalf of the Parish Council.**

ii) Accounting Statements for 2019/2020 - Members agreed unanimously that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2019/2020. Proposed by Cllr J B Parker, seconded by Cllr Mrs M Goringe.

**RESOLVED: That this Council agrees with the accounting statements made on their behalf and present fairly the financial position of this Parish Council, the Chairman and Clerk were authorised to sign section 2.**

**18. Annual Insurance Renewal – Members agreed unanimously to authorise payment and accept the** invitation to renew the annual insurance with Zurich Municipal. Council noted that they had agreed to a 5 year LTA with Zurich in April 2019. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler.

 **RESOLVED: To renew the annual insurance with Zurich Municipal for 2020.**

**19. Planning Committee Minutes -** Members agreed unanimously to adopt the approved minutes of the following Meetings:- 19th March 2020 and 9th April 2020. Proposed by Cllr J W Parker, seconded by Cllr K Gawler.

 **RESOLVED: To adopt the minutes of the planning committee dated 19th March 2020 and 9th April 2020.**

20. Dorset Councillor Reports:-

Cllr Goringe had circulated a written report prior to the meeting a copy of which appears as Appendix K with these Minutes in the Minute Book.

Cllr R Bryan reported: Dorset Council had been awarded over £2.3m for General Maintenance and potholes which is slightly more than usual. Traffic flows are gradually increasing back to normal pre lockdown levels. Highways Team have been redeployed to ensure the distribution of PPE and food parcels to those in need. Work on Climate Change is progressing and £8m has been awarded from MHCLG to help reduce carbon use. Requests are now filtering through from all over the County particularly from Village Halls wanting to reduce their carbon footprints. A major heath fire at Wareham severely stretched the Fire Service to whom DC are most grateful. Another fire close to the A31 resulting in closure of the road almost led to the evacuation of Victory Oak and Oaktree Park. Country Parks were reopened yesterday. Further grants have been awarded to Dorset Council to help harbours and to get bus services up and running again post COVID 19. The buses are still a major issue and Cllr Bryan is meeting weekly with partners. Cllr Bryan queried whether the Village Hall was prepared as it might have been required as an emergency centre recently. Cllr Goringe responded as a Trustee of the Village Hall that they were currently in the process of a deep clean, salaries to hall staff have continued to be paid. The hall had been the recipient of a £25,000 grant due to the pandemic. Cllr Bryan stated that grants are still available for carbon saving measures.

21. Parish Councillors’ Reports – External meetings cancelled due to COVID 19 lockdown. Noted.

 Cllr Davies reported that speed was still an issue and empty roads seemed to attract more offences.

**22. Clerks Committee -** Members receiveda report from the Clerks Committee recommending that a contract be offered to Mrs Jacobs for the Assistant to the Clerk position for 10 hours a week from 13th July 2020. A copy of the report appears as Appendix L with these Minutes in the Minute Book. This was discussed. It was agreed, unanimously, to proceed with the recommendation. Proposed by Cllr B Goringe, seconded by Cllr J B Parker.

 **RESOLVED: To offer a contract to Mrs Jacobs for 10 hours per week as Assistant to the Clerk.**

**23. Exchange of information**:

1. Next meeting to be held on 24th June 2020

2. The Clerk asked Members if they would like to bring the start time of meetings forward to 6.45pm whilst meeting virtually. The consensus was in agreement.

3. The Clerk reported that the new website was now ready to go live. Noted.

4. The Clerk thanked Cllr B Goring for his support during his 21/2 years as Chairman.

Meeting closed at 8.35pm

**Chairman**