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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) |  |

18th June 2020 **To: All Members of the Parish Council**

**Dear Councillor**

**MEETING OF THE FULL PARISH COUNCIL**

You are hereby summoned to attend a meeting of the full Parish Council to be held virtually

on **Wednesday 24th June 2020** at **7.00 pm, see separate invitation for platform,**  to transact the business as listed on the agenda below:-

**Mrs Ann Jacobs, Clerk to Council**

***Meetings are video recorded to facilitate the compilation of the Minutes only by attending the meeting you are deemed to be consenting to the recording by default. We ask that you join the meeting with your video enabled. You may also join the meeting by telephone link.***

**AGENDA**

**1. Public Open Forum** immediately after the above items for 5-10 minutes - In these exceptional times the Parish Council is new to virtual meetings, whilst we trust that the link published works, the public may submit and are encouraged to send any comments on the matters listed on this agenda below by email to [clerk@stleonardspc.org.uk](mailto:clerk@stleonardspc.org.uk) in addition to joining the meeting these will then be circulated to Members. Comments need to be received by 9am on the day prior to the meeting for consideration. Members of the Public are reminded that they must not interrupt the meeting outside of the public forum. We reserve the right to exclude any person from the meeting if they are disrupting the meeting.

**2. 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.)

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

**4. Minutes of the Parish Council Meeting held 27th May 2020-** To approve and

adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.

**5. Matters Arising**

1. IT for Asset Management and communications for the Clerk – mobile phone and SIM purchased.
2. Plastic for benches on order
3. Garden licence for resident near the Spinney despatched
4. AGAR duly signed despatched to external auditor by email and hard copy 5th June 2020
5. AGAR published on website
6. Notice of the Councillor vacancy posted on our website and contact made with three residents who have previously shown an interest deadline is 6th July for applications.
7. Basketball Hoop – sound reducing materials installed. The resident reports that they are now satisfied with the result.
8. Parish/Youth Centre unit heating system – on order and scheduled for replacement week commencing 20th July
9. New copier installed 17th June

**6. Correspondence:**

1. Somerley Recycling Centre – Dorset residents registration process
2. Highways – measures to increase public awareness of social distancing
3. Coronavirus – potential impact on the collection fund

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

Planning held on 21st May 2020

**8. Amenities:**

i) In the last couple of weeks we have had three enquiries about separate trees on our sites concerning residents. Members attention is drawn to the tree policy duly adopted on 27th November 2019. The Clerk has met with each resident. Members to receive a verbal update on these meetings.

ii) The Clerk will report on the meeting held with the Insurers on 23rd June 2020, concerning the Oak within

the Scout compound. Members, if minded, to authorise recommended action.

**9. Finance:**

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

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

iii) Members to consider the banking report attached and the recommendations made

**10. Website –** New website went live on 10th June 2020 – some fine tuning is required, for example getting all the profile pictures the same size. The process is new to the Clerk but overall the system is simple in principle to use. More experience is necessary and we are in contact with Netwise to resolve a couple of issues. The Clerk is liaising with Cllr Gawler as the Councillor appointed reviewer for Social Media. An email of thanks has been sent to our volunteer who has been maintaining the website for the last 16 years.

**11. Nursery –** returned on a two day a week basis on 2nd June. To note. An additional note has been added

to their agreement to ensure social distancing and compliance with Government requirements.

**12. Youth Club** – due to lockdown the Club has not been running since the middle of March and they do not aim to restart until September. The process is under review but at present there is little point in holding a Trustee meeting. The Clerk plans to meet with the Youth Club Committee prior to their opening to discuss a risk assessment and procedure maintaining social distancing requirements and the shared use of the facility.

**13. Parish Office –** Members to receive a report on the process for re-opening the Parish Office.

**14. Dorset Council –** Report from appointed Members circulated prior to the meeting

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

**16. DAPTC AGM** – request for proposals, which should be applicable Nationally – Members to discuss and if minded put forward a proposal for the AGM. If agreed the proposals are then taken forward to NALC. The AGM is held on 14th November 2020 in Dorchester and a Councillor must attend if putting forward a proposal. Council should also consider whether it would be more appropriate for the proposal to be dealt with at an area meeting.

**17. Code of Conduct Consultation on proposed new Code** – emailed to member on 16th June 2020.

Deadline for response is the 17th August 2020.

**18. DBS for staff –** DAPTC have confirmed that enhanced checks are not possible for staff unless they have responsibility for children or vulnerable people on a regular basis. A check can be made as volunteer for a small fee.Members to note.

**19. Exchange of information**: Next meeting to be held on 29th July 2020