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

21st July 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 29th July 2020** at **7.00 pm, see separate invitation for platform,** to transact the business as listed on the agenda below: -



**Mr Jonathan Ross, Clerk to the 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. It is asked 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 - whilst we trust that the published link 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 disclosable 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 24th June 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 – the Zetasafe App has been installed, training has been undertaken and it is now fully operational.
2. The plastic slats have been installed on the benches.
3. The Notice of a vacancy for a Parish Councillor has closed. One application was received.
4. Youth Centre heating system installation works are in progress and due for completion by end of 24th July.
5. Fire system quotation is still being sought.
6. Somerley Recycling Centre Dorset resident’s registration scheme is delayed and will not be in place until at least Oct/Nov 2020. The pre booking system is still in place.
7. A planning application has been submitted for works to fell one pine tree and cut a branch off of a second pine tree at Ivy Copse.
8. The report from the Zurich loss adjuster concerning alleged subsidence to an adjacent property caused by an oak tree on Council land has not yet been received. It is anticipated we will receive it in the next 2 to 3 weeks.
9. The Parish Office is currently not open, and no date has been confirmed for opening. Guidance is currently being sought from other town and parish councils to establish a suitable date.
10. The playpark was opened on 4th July. A COVID-19 risk assessment has been completed for the use and management of the playpark. Suitable signage has been produced following advice sought from Dorset Council and following government guidelines on COVID-19 measures. The signs are temporary and will be replaced by more permanent metal signs in the near future.

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

Full Parish Council held on 24th June 2020

**7. Correspondence:**

1. Highways – Cedar Avenue will be closed to residents on 1st August due to road works.
2. Fly Tipping - several instances of fly tipping in Sandy Lane and Larch Close have been reported to DWP.
3. The Dorset Race Equality Council (DREC) has written to all Chief Executives of local agencies in Dorset to ask them what they will be doing differently in their organisation in relation to the Black Lives Matter agenda and the recent international, national and local protests. The letter recommends a plan is created by organisations to address and embed Equality and Diversity into organisations. The letter lists tools and services that can assist in the creation of the plan.
4. New Forest District Council has issued a Statement of Community Involvement - public consultation on revised version. Comment on the consultation should be made from Wednesday 8th July to Friday 21st August 2020. The document can be viewed at this link: <https://democracy.newforest.gov.uk/documents/s15085/Appendix%201%20-%20Statement%20of%20Community%20Involvement.pdf>. Comments should be emailed to [policyandplans@nfdc.gov.uk](mailto:policyandplans@nfdc.gov.uk).
5. Building work in June 2020 by the bowls club resulted in a large amount of debris being deposited on the grassed area in front of the defibrillator. As a result, access to the defibrillator was severely reduced. A letter was sent to the bowls club by the clerk expressing concern that the Parish Council had not been informed of the work and that in future any work being undertaken must first be communicated to the Parish Council.
6. A letter was received from a resident living on Horton Road near to the One Stop Shop. They are concerned that the speed limit of 40mph is too fast. Their fence was destroyed by a vehicle a short time ago and they have witnessed some near misses. They have requested the speed limit is reduced. The clerk has replied to them and explained the policy concerning changes to speed restrictions.
7. **Co-option to fill the Vacancy in the West Ward** – Members to discuss the applications received and if minded, resolve to co-opt to fill the vacancy. The Clerk will report.
8. **Appointment of Named Responsible Financial Officer** – Members, if minded, to appoint Mr Jonathan Ross as the Responsible Financial Officer for this Parish Council with immediate effect This is required to ensure compliance with the Local Government Act 1972, s151.
9. **Amenities -** The area surrounding the scout hut has become very overgrown during the lockdown period. The scouts have not been meeting and have struggled to convene a working party to cut down the foliage. The scouts approached the Parish Council for assistance. It is recognised that the overgrown foliage does represent a health and safety concern and as the scouts will not be meeting for quite some time it will only get worse. As a one-off gesture, the Chairman agreed that we would fund the works at a cost of £225 + VAT. The works have been carried out.

**11. Finance:**

1. To review and approve the schedule of payments for July.
2. To review and approve the bank reconciliation for end of June.
3. To note the budget versus expenditure for the 1st quarter.
4. External Audit – we are still waiting for the results of the external audit.

**12. Nursery –** has broken up for the summer holidays and is due to return on Mon 7th September 2020.

**13. 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.

**14. Community**

1. Dorset’s Police and Crime Commissioner has launched a survey asking residents about their experiences of anti-social behaviour. The survey asks residents whether they have been victims of anti-social behaviour, how much of a problem they think it is in their area and whether they believe it’s got worse or better in recent years. Police and Crime Commissioner Martyn Underhill, who is launching the survey, hopes to gain a broader understanding of the issue across Dorset and how it affects residents’ lives. **The survey link is:** <https://www.surveymonkey.co.uk/r/DorsetASBsurvey>**. Details of the survey have been placed on the parish website.**
2. The Dog Warden has advised that dog patrols will recommence on 27th July.
3. **Litter Picking – It is apparent that there is more litter appearing on the streets. Litter picking by the volunteers has fallen into abeyance during lockdown. The clerk has written to all volunteer litter pickers to see if they are still willing to continue. He will then coordinate their activities. A revised risk assessment has been produced reflecting COVID-19 guidance.**

**15. Parish Office –** Members to receive an update on re-opening the Parish Office.

**16. Highways –** Two residents fromAshleyCottages, Verwood Road (B3081) have expressed their concern at the speed of vehicles, especially large lorries, on this stretch of road. They claim that vehicles regularly exceed the 30mph speed limit. They have requested Councillors explore measures which could reduce vehicle speeds in the area. A Speed Indicator Device (SID) has been requested.

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

**18. Projects** – Councillors to discuss the current situation regarding capital projects and future requirements.

1. Playpark
2. Cemetery
3. Allotments

**19. Parish Councillors’ Reports** – Chairman to report on the DAPTC Virtual Meeting of Eastern Area Committee 28 July 2020.

**20. DAPTC** –

1. The DAPTC has issued a draft Constitution Review Consultation. The last review took place in 2011. It is anticipated that the review will be carried out in two phases: firstly, to be discussed at the 14th November 2020 AGM and then again in 2021. Councillors are requested to respond by 1st September 2020. A consultation response document has been produced to leave feedback on the corresponding sections.
2. The renewal of the annual subscription for membership of the DAPTC for 2020/21 has been received. The cost is £1,157.27. Several Parish Councils have expressed concern that they are not receiving good value for money from the organisation. They have canvassed opinion from Councillors and requested feedback on our perception of the service received.

**21**. **Freedom of Information Act** – Jonathan Ross has been named as the responsible person for the scheme and for maintaining the scheme on a day to day basis for the Parish Council. Members to formally resolve the amendment to the document.

**22**. **Request for Contribution** - A local resident has written to the Council requesting a contribution towards the replacement cost of their fence, which abuts Council land near the Scout Hut area. Clerk to report.

**23. Exchange of information**: Next meeting to be held on 26th August 2020.