ST LEONARDS & ST IVES PARISH COUNCIL

Meeting of the Full Council

Minutes of the Meeting Held on Wednesday 29th July 2020 at 7pm

Held virtually via Zoom

Present: Cllr A Davies, Chairman

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| Cllr R BryanCllr M DyerCllr K Gawler | Cllr B GoringeCllr Mrs M Goringe | Cllr Mrs U LucasCllr Mrs K NealeCllr Mrs S Marshall | Cllr JB ParkerCllr JW Parker |

**In attendance:** Mr JR Ross, Clerk to the Council.

**Public Open Forum**: Three members of the public raised their concerns about traffic exceeding the 30mph speed limit adjacent to the Ashley Cottages and old Ringwood Workhouse on the B3081. Most notably traffic coming from Verwood past the cottages and then accessing the A31. All types of vehicles, but especially very large lorries, have been noticed to speed well in excess of the 30mph speed limit. This is resulting in excessive vibration and noise being felt in the adjacent properties. It also makes crossing the road at this point extremely perilous. There are no pavements and it is on a bend. The speakers requested the Parish Council assist in introducing measures to reduce traffic speed so that the 30mph speed limit is observed.

1. **Pecuniary Interests:** None
2. **Apologies:** Cllr N Hindmarch (IT issues)
3. **Highways -** Residents fromAshleyCottages, Verwood Road (B3081) spoke about their concerns 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.

Cllr Bryan thanked the residents for raising this issue. He responded by asking the speakers to send him their concerns in writing by email. He will then discuss this with Cllr B Gorringe and with the Dorset Council road safety officer. Cllr Bryan indicated that he would visit the site on 30th July to take photographs which he can relay back to the road safety officer. He indicated that he would try and get some form of monitoring in place soon. The Chairman advised that it may be worth the residents recording details, where possible, of vehicles that exceed the speed limit. This information could then be used to assist in compiling data with which an informed decision could be made on the actions needed.

1. **Minutes of the Parish Meeting held 24th June 2020** – The minutes were agreed as a true and accurate record. Unanimous. Proposed by Cllr Mrs K Neale, seconded by Cllr JW Parker.

**Resolved**: **The minutes of the Parish Council Meeting held 24th June 2020 were adopted.**

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

1. **Matters Arising duly noted:**
2. 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.
3. The plastic slats have been installed on the benches.
4. The Notice of a vacancy for a Parish Councillor has closed. One application was received.
5. Youth Centre heating system installation works are in progress and due for completion by end of 24th July.
6. Fire system quotation is still being sought.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. **To adopt the approved minutes of the following Committee Meetings:**

Planning Committee held 2nd July 2020. It was agreed that the minutes will be adopted, unanimous. Proposed by Cllr K Gawler, Seconded by Cllr JB Parker.

**Resolved**: **The minutes of the Planning Committee held 2nd July 2020 were adopted**

1. **Correspondence**:
2. Highways – Cedar Avenue will be closed to residents on 1st August due to road works.
3. Fly Tipping - several instances of fly tipping in Sandy Lane and Larch Close have been reported to DWP.
4. 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.

Cllr R Bryan said that this had been discussed at the Senior Leadership Team (SLT) at Dorset Council this week. It will go to the Informal Cabinet in two week’s time to be discussed. He will report back to Council the results of that discussion.

Cllr JB Parker said that when we are looking to ask people to put themselves forward to join the Parish Council, we could include wording that may attract people from minority groups.

1. 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.
2. 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.
3. 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.

Cllr R Bryan requested the clerk send a copy of the letter to himself and Cllr B Goringe for them to discuss this issue with the road safety officer.

1. Cllr Mrs S Marshall raised the issue of people parking in The Glade and causing a hazard. A recent incident where a driver hit the kerb due to inconsiderate parking has highlighted the need to consider extending the current yellow lines. This will require a new Traffic Regulatory Order (TRO). Cllr Mrs S Marshall said she believed the parking was not by local residents. She considered it was by people using Moors Valley Country Park (MVCP). This may be a result of people not being able to park at MVCP. This is because the parking capacity at MVCP has been reduced in light of Covid 19 restrictions. Cllr R Bryan requested Cllr Mrs S Marshall write to him outlining these issues. Cllr Mrs S Marshall said that the lady who hit the kerb would be writing in. Cllr R Bryan requested that he be sent a copy of that letter.
2. **Co-option to fill the Vacancy in the West Ward** – The Clerk reported that a 2nd poster asking for applications was placed on the website and on notice boards. The deadline was set at 6th July 2020 12 noon. Only one applicant was received. Mrs Beverly Waugh applied. It is confirmed that the applicant has declared they qualify to apply and have signed the declaration. Councillors supported the Co-option of Mrs Beverley Waugh to be a Councillor for the West Ward. Proposed by Cllr Mrs S Marshall, Seconded by Cllr M Dyer, unanimous.

**Resolved: Mrs Beverley Waugh is co-opted to be a Councillor for the West Ward.**

The Clerk also indicated that Cllr Mrs B Waugh would be requested to join the Planning Committee. The Chairman of the Planning Committee said he welcomed that.

The Clerk said that Cllr Mrs B Waugh would be invited to read and sign the Declaration of Acceptance of Office form, a copy of which is sent to the Monitoring Officer and to read and sign The Register of Pecuniary Interests form, a copy of which is posted on the website but with the signature redacted.

1. **Appointment of Named Responsible Financial Officer** – Members appointed Mr Jonathan Ross as the Responsible Financial Officer for this Parish Council with immediate effect. This is to ensure compliance with the Local Government Act 1972, s151. Proposed by Cllr R Bryan, Seconded by Cllr B Goringe, unanimous.

**Resolved: Mr Jonathan Ross is appointed as the Responsible Financial Officer for the Parish Council with immediate effect.**

1. **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.

During this work, several discarded asbestos cement roofing sheets were found at the rear of the scout hut in the undergrowth. These are classed as contaminated waste. The scouts have been approached and they have verbally accepted they are theirs and they understand they must remove them. Their and our duty of care was explained. A follow up letter has been sent as a reminder. It was explained that the area is not in use by any organisations at the moment and remains locked. The Clerk will continue to press the scouts to ensure they remove the sheets in the correct manner as soon as possible.

Members supported the decision to carry out the works as a gesture of goodwill on a one-off basis. Proposed by Cllr B Goringe, Seconded by Cllr K Gawler, unanimous.

**Resolved: Members supported the decision to carry out the clearance works on a one-off basis.**

1. **Finance:**
2. Members reviewed and approved the schedule of payments for July 2020. A copy of which appears as Appendix A with these minutes in the Minute Book. Proposed by Cllr B Goringe, Seconded by Cllr JB Parker, unanimous, Cllr R Bryan abstained as he sits on the Pension Fund committee.

**Resolved: The Schedule of Payments for July 2020 is approved.**

1. Members reviewed and approved the bank reconciliation for end of June 2020. A copy of which appears as Appendix B with these minutes in the Minute Book. Proposed by Cllr B Goringe, Seconded by Cllr K Gawler, unanimous.

**Resolved: The Bank Reconciliation for end of June 2020 is approved.**

1. The budget versus expenditure for the 1st quarter was noted. A copy of which appears as Appendix C with these minutes in the Minute Book.
2. The external audit results are still to be received.
3. **Nursery –** has broken up for the summer holidays and is due to return on Mon 7th September 2020.
4. **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. A meeting date has not been set.
5. **Community**
6. 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.**
7. The Dog Warden has advised that dog patrols will recommence on 27th July.
8. **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. A revised risk assessment has been produced reflecting COVID-19 guidance. The Clerk will coordinate the activity of the litter pickers. It was requested whether the area near Boundary Road and Hurn Road could be litter picked by Dorset Council. It is not a safe area for volunteers to operate in. Cllrs R Bryan and B Goringe will take this up with DWP.**
9. **Parish Office –** The Clerk explained that the offices remained closed to the public. A risk assessment would be needed before the offices could open. Other Parish Council offices remain closed. Members felt that the safety of the Clerks using the office and of those visiting it was of paramount importance. It was felt there is no real merit in opening the offices to visitors if a risk of transmission of the virus remained. The Clerk explained that the phone is still being answered, so a service is still being provided. It was agreed that the office would remain closed to visitors, but phones and emails would still be answered. Clerk would look at offering virtual meetings with residents should they request it. These could be pre-booked by phone on zoom and take place at a time when the office would normally be open. Clerk to report back.
10. **Dorset Council –** Cllrs R Bryan and B Gorringe presented their reports. A copy of which appears at Appendix D with these minutes in the Minutes Book. Cllr B Gorringe explained that Cllr R Bryan had recently presented the Dorset Council’s strategy on Climate Change, which is to be submitted for consultation by the public. A copy of the strategy is included in Appendix D. It is requested that an item for Climate Change appear as an agenda item for future meetings. Clerk to note.
11. **Projects –** The Chairman briefly explained about the three capital projects which the Council are involved in. They are the playpark refurbishment, cemetery and allotments.The Clerk is tasked with producing a report summarising the current situation with each project and forwarding to members for discussion at the next meeting.
12. **Parish Councillors Report –** The Chairman reported on his attendance at a virtual meeting of the DAPTC on 28th July 2020. These meetings will continue virtually for the next 4 – 5 months. Fifteen Councillors attended the meeting. The new Chief Executive, Neil Wedge, explained how he wants to improve the service provided by the DAPTC. This will start by offering improved online training for Clerks and staff. Then training for members will be introduced later.
13. **DAPTC**
14. 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. This document is at Appendix E to these minutes and appears in the Minute Book. It was agreed that individual responses from members wishing to comment would be forwarded to the Clerk who will compile them into a single response. The draft single response will be forwarded to members for final comment prior to being sent to the DAPTC.

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. Members discussed the service provision of the DAPTC. Some felt that value for money is not being achieved and we should terminate our membership. The Chairman said that as there is a new Chief Executive in post, he should be given the opportunity to carry out the promised reform first before any decisions not to renew the membership are made. The Clerk was asked for his opinion on the merits of the DAPTC. His response was that having only been in post for four weeks he hasn’t had enough time to formulate a reasonable opinion. Members asked if the previous Clerk, Ann Jacobs could provide a summary of her opinion on the DAPTC. The Clerk is tasked with inviting Mr Wedge to attend a Parish Council meeting where he could brief members on his vision for the future. The Clerk is also tasked with writing to Mr Wedge requesting details on what their exact remit is and to confirm their aims and objectives. Members agreed to pay this year’s membership subscription of £1,157.27 and to reassess membership in a year’s time. Proposed by Cllr Mrs K Neale, Seconded by Cllr JW Parker. Cllrs M Dyer and B Goringe abstained, the rest in favour.

**Resolved: This year’s Annual Subscription of £1,157.27 for membership of the DAPTC be paid and to assess future membership in a year’s time.**

1. **Freedom of Information Act –** Members agreed that Mr Jonathan Ross is named as the responsible person for the scheme and for maintaining the scheme on a day to day basis for the Parish Council. Proposed by Cllr Mrs K Neale, Seconded by Cllr JB Parker, unanimous.

**Resolved: Mr Jonathan Ross be named as the Responsible Person for the Freedom of Information Scheme.**

1. **Request for Contribution –** The Clerk explained that a local resident has written to the Council requesting a contribution towards the replacement cost of their fence. The fence abuts Council land near the scout hut. The resident indicated that a new fence would improve the look of the Councils land in that area. Members agreed that they are not minded to support the resident’s request for funding. Proposed by Cllr M Dyer, Seconded by Cllr JB Parker, unanimous.

**Resolved: The Parish Council will not contribute towards the cost of the resident’s new fence near the scout hut.**

1. **Exchange of Information:**
2. Cllr M Dyer explained that residents who are currently shielding and over 70 years of age should not go to the Somerley Household Recycling Centre
3. Cllr R Bryan said that there will be numerous consultations coming out soon and members are requested to inform the Clerk of these so they can be advertised.
4. The Clerk explained that the Parish Council could improve its communication with residents by updating its social media activity. He explained that the Parish Council does not have the resources to run and manage its own facebook site. Initial discussions with the 2 Saints Homewatch organisation indicate that they are willing to allow the Parish Council to become an administrator on their site. This would allow the Council to post information to a much wider audience and to provide continued updates and links to the Council website. The Clerk will prepare a report on this and present at the next meeting.

**Chairman**