

ST LEONARDS & ST IVES PARISH COUNCIL
 Annual Meeting of the Full Council
 Minutes of the Meeting Held on Wednesday 5th May 2021 at 7pm
 Held virtually on Zoom

Present: Cllr A Davies, Chairman
 Cllr R Bryan Cllr B Goringe Cllr Mrs U Lucas Cllr J B Parker
 Cllr M Dyer Cllr Mrs M Goringe Cllr Mrs K Neale Cllr J W Parker
 Cllr K Gawler Cllr N Hindmarch Cllr Mrs S Marshall

In attendance: Mr Jonathan Ross, Clerk to the Council and Mrs Ann Jacobs, Assistant Clerk.

Public Open Forum: None present.

1. **Election of Chairman of the Council for the 2021/2022 Municipal Year** – Cllr A Davies was proposed as Chairman for 2021/2022, there were no other nominations. This was agreed unanimously. Proposed by Cllr M Dyer, seconded by Cllr JW Parker.
RESOLVED: Cllr A Davies was elected Chairman for 2021/2022 and took the Chair.
2. **Declaration of Acceptance of Office** – The Clerk read out the declaration. Cllr A 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 2021/2022** - Cllr J B Parker was proposed as Vice Chairman for 2021/2022, there were no other nominations. This was agreed unanimously. Proposed by Cllr JW Parker, seconded by Cllr Mrs S Marshall.
RESOLVED: Cllr JB Parker was elected Vice Chairman for 2021/2022.
4. **Declaration of Acceptance of Office** – The Clerk read out the declaration. Cllr JB 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.
5. **Pecuniary Interests:** Cllrs B Goringe and Mrs M Goringe both declared a pecuniary interest in agenda items 12.2 and 17.7 as they are committee members of the Village Hall Management Committee.
6. **Apologies:** Cllr Mrs B Waugh.
7. **Minutes of the Parish Council Meeting held on 31st March 2021** - The Minutes were agreed as a true and accurate record. Proposed by Cllr Mrs K Neale, seconded by Cllr N Hindmarch.
 Agreed.
RESOLVED: The Minutes of the Parish Council Meeting held on 31st March 2021 were adopted.
 The Clerk will arrange for the file copy to be signed as soon as possible.
8. **Matters Arising: Funds held in a bank exceeding the financial threshold.** The Clerk reported that after the first precept payment and next CIL payment are made the amount of funds held in the Lloyds bank account will be in the region of £175k. This is £90k above the threshold of £85k covered by the FSCS. Other Parish

Councils were consulted on how they manage their funds when they exceed the £85k threshold. In response one indicated they accept the risk and that they consider it very minimal.

The Clerk confirmed that the PC will be paying for the playpark works in July/August and the VHMC grant of £10k very soon. These two payments will reduce the funds held to below the £85k threshold. It was agreed that the PC would accept the risk as minimal and not move any funds out of the Lloyds bank account. Proposed by Cllr N Hindmarch, seconded by Cllr K Gawler, agreed.

RESOLVED: The Parish Council will move any funds out of its Lloyds bank account.

- 9. Corona Virus Act Update:** The government have not extended legislation allowing virtual meetings to take place after 6th May 2021. The Clerk presented members with three options on how the PC may continue to conduct its business in a lawful manner.
1. Conduct face to face meetings in a venue that has been risk assessed and follows all covid related safety measures both for Councillors and the public.
 2. Give the Clerk delegated powers to make decisions on behalf of the Parish Council. Members would discuss issues informally and make recommendations to the Clerk. No further meetings will take place until a decision is made to reconvene face to face.
 3. The Parish Council cease holding any further meetings until they decide to reconvene face to face meetings. The Clerk would make any emergency decisions, as necessary.

Discussion took place and members agreed that they did not feel safe or comfortable holding face to face meetings at the moment. An important part of PC meetings is that provision is made for the public to attend. Members were concerned that convening meetings with Councillors and the public face to face in one room was a risk they were not prepared to take. It was agreed that the Clerk would be given delegated powers to make decisions for the Parish Council. Members would discuss issues informally and make recommendations.

They agreed that this would be part of a phased approach to returning to face to face meetings. Members would review the situation on a monthly basis.

The public would still be encouraged to communicate with the Clerk on issues important to them. This can be done via the website, email and social media. The Clerk would respond to these issues and where appropriate, relay them to Parish Councillors and respond accordingly.

Planning Applications will still be compiled and advertised by the Clerk on notice boards, the website and social media. Councillors will discuss the applications on a routine basis and recommend a response to the Clerk. The public will still be encouraged to comment on applications and any responses to the Parish Council will be discussed and responded to by the Clerk and Councillors.

Proposed by Cllr B Goringe, seconded by Cllr JB Parker, agreed.

RESOLVED: The Parish Council gave approval for the Clerk to have delegated powers under a Temporary Scheme of Delegation. The PC will apply a phased approach to reconvening face to face meetings where members would review the situation on a monthly basis.

It was raised by Cllr R Bryan that a strongly worded letter be sent to The Secretary of State for Housing, Communities and Local Government, The Rt Hon Robert Jenrick MP, stating the following. 'We the members of St Leonards and St Ives Parish

Council deplore the decision made by the court and the Secretary of State to force voluntary Councillors into public meetings which will endanger their lives and the lives of their families and their dependents and the public. We ask the Secretary of State to review his decision to allow the democratic process to fall into total disarray'.

Proposed by Cllr R Bryan, seconded by Cllr JB Parker, agreed, unanimous.

RESOLVED: A letter be sent to the Secretary of State for Housing, Communities and Local Government, The Rt Hon Robert Jenrick MP, with the wording given.

10. Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2021/2022

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

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

- b) Members reviewed the appointments of the Playpark Sub Committee and Parish Council representatives to outside bodies and other Committees and Working Parties. These were agreed, unanimously, to remain as per 2020/21. Proposed by Cllr Mrs S Marshall, seconded by Cllr K Gawler, agreed.

RESOLVED: Members as listed were appointed to the Playpark Sub Committee and as Parish Council representatives.

11. Correspondence:

1. The Clerk briefed members on a letter received concerning vehicles parking on Woolsbridge Road near to the junction with the A31 and a request for a new TRO in the area. It was agreed that further information is needed before a decision can be made. The Clerk is to seek advice from Dorset Council highways and prepare a proposal for future discussion.

2. The Clerk presented a letter to Council from the Village Hall Committee requesting solar panels be placed on the roof. It was agreed that permission for the solar panels is granted. Proposed by Cllr JW Parker, seconded by Cllr JB Parker, agreed.

RESOLVED: Permission is granted to the VHC to place solar panels on the roof, subject to a satisfactory risk assessment and structural survey.

3. The Clerk presented a letter from the bowls club requesting new signage be erected on Braeside Road advertising the club and its sponsor. It was agreed that permission for the sign is granted. Proposed by Cllr K Gawler, seconded, Cllr JB Parker, agreed. Cllrs M Dyer, B Goringe and R Bryan abstained.

RESOLVED: Permission is granted for the Bowls Club to erect a sign outside the Bowls Club as detailed in their request letter. A condition on the permission is that any change in sponsor or signage details or location will require separate permission.

4. The Clerk presented a letter from Dorset Council indicating they would not be renewing the Dog Warden contract. This would leave the Parish Council with no organised dog warden patrols and as a result dog fouling and dog nuisance would not be managed satisfactorily. The Clerk has been instructed to write a letter to the portfolio holder for Customer and Community Services on Dorset Council explaining that this arrangement is not satisfactory.

12. 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.

12.1 The documents listed in the Annual Review of the Governance Documents and Policies of the Council May 2021, which can be found at Appendix A to the minutes, were reviewed with no changes recommended. Agreed unanimously.

Proposed by Cllr K Gawler, seconded by Cllr JW Parker.

RESOLVED: No change to the documents listed in the Annual Review of the Governance Documents.

12.2 Documents reviewed and changes agreed to the following documents, proposed by Cllr JB Parker, seconded by Cllr K Gawler. Agreed unanimously: -

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

1. Risk Assessment and Risk Management Policy (Blue section)
2. Assets Register (Blue section)
3. Calendar of Meeting Dates – dates are provisional and subject to change due to the phased approach to face-to-face meetings.

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

13. Assessments – The following assets were and inspected and reports produced:

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 C with these Minutes in the Minute Book.
2. **Bus Shelters** – Have been risk assessed and are sound. Some minor tasks will be undertaken by the Lengthsman. Noted. A copy of the report appears as Appendix D with these Minutes in the Minute Book.

14. Amenities:

Dog warden report – nothing to report.

The Clerk updated members on the progress of the playpark project. The playpark will close on 10th May to allow equipment and the gravel to be removed. A pre-construction meeting has taken place and work will start on the construction works on 14th June. It is estimated to take 4 weeks. An opening ceremony will be planned for the week of 22nd July.

During the consultation phase of the playpark project several requests were made to improve or replace the basketball court. The existing basketball court is black tarmac, is not full size and only has one single hoop and no markings. Its replacement was not included in the playpark project because it was not affordable. Recent discussions with Veolia have indicated they would accept a grant application to fund a complete replacement of the basketball court. Proposed by Cllr R Bryan, seconded by Cllr K Gawler that the Clerk submit a grant application to Veolia for the construction of a new basketball court.

RESOLVED: The Clerk to submit a grant application to Veolia for the construction of a new basketball court.

15. Climate Change: Members were informed that Dorset Council is currently formatting proposals that will be sent to Parish and Town Councils on how they can work out their carbon footprints. Dorset Council will then offer guidance and assistance on how these are calculated and the next steps to take to reduce them.

16. Finance:

1. Members reviewed and approved the schedule of payments for April. A copy of the schedule appears as Appendix E with these Minutes in the Minute Book. Proposed by Cllr R Bryan, seconded by Cllr K Gawler. Agreed unanimously.

RESOLVED: To approve the schedule of payments for April.

2. Members reviewed and approved the bank reconciliations for end of March and April. A copy of the reconciliations appears as Appendix F with these Minutes in the Minute Book. Proposed by Cllr R Bryan, seconded by Cllr JB Parker. Agreed unanimously.

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

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

4. 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 K Gawler, seconded by Cllr JB Parker. 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.

5. Members noted receipt of the first half of the precept and further CIL funds of £20,847.60.

6. Members noted the Annual Parish Meeting Summary of accounts for 2020/2021 which would be published on the website. A copy of the summary appears as Appendix G with these Minutes in the Minute Book. A copy of the budget vs expenditure was noted a copy appears as Appendix H with these Minutes in the Minute Book.

7. Members approved the payment of the grant to the VHMC for 2021/2022 of £10,000.

RESOLVED: The payment of the grant to the VHMC for 2021/2022 is approved.

17. Annual Return for 2020/2021 – A Copy of the return appears as Appendix I with these Minutes in the Minute Book. It is noted that the internal was completed on 14th April 2021.

1. Annual Governance Statement for 2020/2021– 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 R Bryan, seconded by Cllr JB Parker.

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.

2. Accounting Statements for 2020/2021 - Members agreed unanimously that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2020/2021. Proposed by Cllr K Gawler, seconded by Cllr R Bryan.

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: Council noted that they had agreed to a 5-year LTA with Zurich commencing in April 2019. The Clerk briefed members on Cyber insurance. This is not currently included in the PC insurance policy. The Clerk is tasked with seeking a cost for Cyber insurance and reporting back with recommendations. Members agreed

unanimously to authorise payment and accept the invitation to renew the annual insurance with Zurich Municipal Proposed by Cllr K Gawler, seconded by Cllr JB Parker.
RESOLVED: To renew the annual insurance with Zurich Municipal for 2021.

19. Planning Committee Minutes - Members agreed to adopt the approved minutes of the following Meetings: - Planning held on 8th April 2021 and 29th April 2021. Proposed by Cllr Mrs S Marshall, seconded by Cllr N Hindmarch.

RESOLVED: To adopt the minutes of the planning committee dated 8th April 2021 and 29th April 2021.

20. Dorset Councillor Reports: -

Copies of reports from Cllr B Goringe and Cllr R Bryan had been circulated prior to the meeting and were noted. Copies appear as Appendices J and K, respectively. One topic that was raised is that of banning fires/BBQs on parish land. The Clerk is tasked with seeking advice from Dorset Council on how to promote this.

It was agreed that for future reports Cllr B Goringe reports would focus more on local area issues and Cllr R Bryan reports would focus on issues covering a wider area of Dorset.

21. Parish Councillors' Reports – None.

22. Register of Interest Forms: Members were respectfully reminded that it is their responsibility to regularly check and if necessary, amend their Register of Interest forms.

23. Exchange of information:

1. It was noted that there was a concern among residents that the hours worked by the contractors on the new MUGA at the school were exceeding those agreed. Cllr B Goringe has written to the headteacher to express this concern.
2. The Clerk confirmed that the fire panel response software has been installed and is working.
3. Next meeting date – no date has been set for the next meeting. This is as a result of the government's refusal to extend the Covid 19 legislation allowing virtual meetings to take place. Members have agreed not to hold face-to-face meetings at the moment. This situation will be assessed on a monthly basis. The Clerk has been given delegated powers to make decisions on behalf of the Council.

Chairman