

**St Leonards & St Ives Parish Council**  
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1<sup>st</sup> February 2022

## **PARISH COUNCIL – DISCUSSION GROUP**

### **Temporary Cessation of Parish Council Meetings**

As a result of Local Authority guidance on Council meetings in relation to Covid and the Omicron variant. The Parish Council has decided to return to virtual meetings until further notice.

This means in the short term there will be no further official Full Parish Council meetings. The situation will be reviewed monthly.

Parish Councillors will discuss business topics at a Parish Council Discussion Group and make recommendations on those topics to the Clerk. The Clerk will then make the necessary lawful decisions in line with their delegated powers.

JR ROSS

**Jonathan Ross, Parish Clerk**

### **Notes on the Parish Council Discussion Group held on Wednesday 26<sup>th</sup> January 2022 at 7pm**

The meeting was held virtually on Zoom.

In attendance: Cllr Davies, Cllr JB Parker, Cllr JW Parker, Cllr Bryan, Cllr Dyer, Cllr B Goringe, Cllr Mrs Waugh, Cllr Mrs Goringe, Cllr Mrs Marshall,

#### **1. Correspondence to note:**

1. Request from the Little Learners nursery to erect a signboard at the entrance to the Village Hall complex. Members were minded not to approve this request. The Clerk has been tasked with reviewing all signage at the entrance to the Village Hall complex and making recommendations to members at the next meeting.

2. Request from the Tennis Club to erect a 1m high windbreak around the tennis courts. Members were minded to approve this request.

3. The Parish Council had previously approved a grant of £200 for a defibrillator to be installed on an external wall of the All-Saints church building. The defibrillator is to now be installed on an internal wall. Members discussed whether the grant should still be given as the defibrillator will now not be available to everyone. Clerk has been tasked with finding out the reason why the defibrillator has to be installed internally.

2. **To review the minutes of the Council Meeting which took place on 15<sup>th</sup> November 2021.**  
Members were minded to approve the minutes of the Council meeting which took place on 15<sup>th</sup> November 2021.
3. **Finance:**
  1. To review and approve the schedule of payments for November and December 2021. Members reviewed the schedule of payments for November and December 2021 and were minded to approve them. A copy is at Appendix A to these notes.
  2. To review and approve the bank reconciliation for November and December 2021. Members reviewed the bank reconciliations for November and December 2021 and were minded to approve them. A copy is at Appendix B to these notes.
  3. To note the Parish Council's precept request has been submitted to Dorset Council.
  4. Uplift in Clerks pay to the top of the current pay band, subject to a satisfactory appraisal. Members were minded recommending that this is brought before them at the next face to face meeting on 6<sup>th</sup> April 2022.
4. **Climate Change** – The Parish Council will be working with Dorset Council on assessing all its processes with the aim of reducing its carbon footprint.
5. **Clerk's Report** – To receive a report to update Members in relation to:
  - a) Fire Alarm Inspection – a recent inspection identified that we require remedial works to install remote detectors in our store cupboards. The quote for the works is £985.50. Members noted the works are necessary.
  - b) Fire Extinguisher Inspection – a recent inspection identified that we need to increase the number of extinguishers we have in the building. This is because of recent changes in legislation. The quote to supply and install the extinguishers is £389.32. Members noted the works are necessary.
  - c) Legionella Survey – a legionella risk assessment was undertaken in November 2021. It indicates that our risk is very low. However, there are some remedial works required arising from the report. These are to pipework in the tennis club kitchen, which is arranged for February: they will pay for the works. In addition, several taps need descaling, which the clerk has carried out. The report also recommended a regular monthly test and inspection regime. This has been organised and will be carried out with records kept by the clerk. Members noted the report.
  - d) The boiler in the Parish Office is to be serviced in February at a cost of £60+vat. Members noted the works are necessary.
  - e) Proposed change in accounts management software. The assistant clerk presented a report proposing a change in the account's software package used by the Parish Council. The proposed new software is called Rialtas Business Solutions (RBS) – Alpha. Members were minded to approve the recommendation. The new software will be ordered and installed ready for the new financial year starting April 2022. It will run in tandem with the old system for a minimum of 3 months to ensure a smooth transition.

- f) Additional Parish Notice Board. It has been requested that the Parish Council consider installing a new notice board on the Victory Oak estate. Members discussed the need for a new noticeboard on the Victory Oak estate and a possible location for it. The Clerk was tasked with reporting back to Council with recommendations.
- g) Proposal to apply for a grant to install a basketball/5-aside football pitch on Braeside Park. The clerk briefed members on the details of a proposed basketball/5 a-side football pitch and its location on Braeside Park. Members were minded not to recommend taking this project further.
- h) Improvements to the security and resilience of data stored on the computers systems used by the Parish Council. The Clerk explained to members that it was a requirement of its Cyber insurance policy that regular weekly downloading of its critical data is carried out. This is in addition to its cloud-based storage provision. Two 2TB external drives are to be purchased and free software installed that will allow data to be backed up on a weekly basis. The cost for this will be £178. Members were minded to approve this cost.

**6. Parish Councillors' Reports.** It was noted that improvement works to the Castleman Trailway have started.

**7. Report from Dorset Council Members:** Members received reports from Cllrs Goringe and Bryan. These reports can be found at Appendices C and D to these notes.

**8. Amenities:**

- 1. Dog bin replacement project. The Clerk informed members that works to install new larger dog waste bins would commence soon.
- 2. Emergency tree works to wooded area by Braeside recreation park will be carried out on Sat 29<sup>th</sup> January.

**9. Resumption of Face-to-Face Meetings:** Members discussed the format of future meetings and when it would be suitable to return to face-to-face meetings. Members were minded to approve the following meeting schedule:

Full Council	Planning
9 <sup>th</sup> March – Virtual meeting	3 <sup>rd</sup> February – virtual
6 <sup>th</sup> April – face to face	24 <sup>th</sup> February – virtual
25 <sup>th</sup> May – face to face – Annual meeting	17 <sup>th</sup> March – virtual
1 <sup>st</sup> Jun – face to face Annual Assembly – subject to Village Hall availability	7 <sup>th</sup> April – face to face

**10. The Youth Club leader and Assistant Leader pay rise request:** Members discussed the current costs to the Parish Council of the youth club. The Clerk is to discuss the current situation with the Youth Club leader and report back to members with recommendations.

**11. Platinum Jubilee Beacon Initiative:** A series of beacon lighting and associated activities will take place throughout the UK on 2<sup>nd</sup> June 2022. Members indicated that they may individually attend activities based in other areas in Dorset, but the Parish Council will not be involved in or manage any specific events.

- 12. Queens Green Canopy:** Members discussed how the Parish Council can contribute to this initiative to mark the Queens Platinum Jubilee. Members were minded to approve the planting of a single tree with plaque on Parish Council land. The Clerk is to report back with recommendations on a suitable tree, plaque and location.
- 13. Dorset Council Local Plan:** The leader of Dorset Council has written to Michael Gove MP Secretary of State for Housing, Communities and Local Government concerning the Local Plan. Michael Gove's response will be discussed at the next meeting on 9<sup>th</sup> March.
- 14. Exchange of information:** Next meeting date is 9<sup>th</sup> March to be held virtually.