ST LEONARDS & ST IVES PARISH COUNCIL

Meeting of the Full Council

Minutes of the Meeting Held on Wednesday 6th April 2022 at 7pm

in the Village Hall, Braeside Road, St Leonards

Present: Cllr A Davies, Chairman

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| Cllr K GawlerCllr JW Parker | Cllr B GoringeCllr Mrs M Goringe | Cllr Mrs U Lucas | Cllr Mrs S Marshall |

**In attendance:** Mr Jonathan Ross, Parish Clerk.

**Public Open Forum**: None present.

**102. Pecuniary Interests:** None declared

**103.** **Apologies:** Apologies were received and accepted from Cllr Mrs B Waugh, Cllr Dyer, Cllr Hindmarch, Cllr Bryan and Cllr JB Parker. Members considered the reasons for the apologies and noted the requirements of the 6-month rule. It was resolved to extend the period of leave of absence for each of the afore mentioned Councillors for a further 6 months due in some instances to the extraordinary circumstances of the COVID pandemic and the health concerns to Members and their immediate families. The Members may return at an earlier opportunity if their circumstances permit. Proposed by Cllr Mrs U Lucas, seconded by Cllr Mrs S Marshall. Agreed unanimously.

 **RESOLVED**: **The apologies received from the members listed have been accepted and approved.**

**104. Minutes of the Parish Council Meeting held on 15th November 2021** were agreed as a true and accurate record. Proposed by Cllr K Gawler, seconded by Cllr Mrs M Goringe, agreed.

**RESOLVED: The minutes of Parish Council Meeting held on 15th November 2021 were adopted.**

 **105. Matters arising from the Minutes:** None

**106.** **Correspondence to be noted:** None

**107. Co-option to fill the Vacancy in the West Ward.** The Clerk reported that posters had been erected advertising the vacancy on noticeboards and on the website. Only one applicant was received. Mrs Catriona Johnson applied. It is confirmed that the applicant has declared they are qualified to apply and have signed the declaration. Proposed by Cllr Goringe, Seconded by Cllr Mrs S Marshall, unanimous.

 **RESOLVED:** **Councillors supported the Co-option of Mrs Catriona Johnson to be a Councillor for the West Ward.**

**108. Finance:**

  **1. Payment Schedules**

 1.1 Members agreed to retrospectively approve the list of payments for December 2021, January 2022 and February 2022. Proposed by Cllr JW Parker, seconded by Cllr M Goringe. The Payment Schedules can be viewed at Appendix A to these minutes in the minute book.

**RESOLVED: The list of payments for December 2021, January 2022 and February 2022 were approved.**

1.2 Member agreed to approve the list of payments for March 2022. Proposed by Cllr Mrs S Marshall, Seconded by Cllr Mrs U Lucas. The Payment Schedules can be viewed at Appendix B to these minutes in the minute book.

**RESOLVED: The list of payments for March 2022 were approved.**

 **2. Bank Reconciliation**

2.1 Members agreed to retrospectively approve the Bank Reconciliations for November 2021, December 2021, January 2022 and February 2022. Proposed by Cllr Mrs M Goringe, seconded by Cllr Mrs S Marshall. The Bank Reconciliations can be viewed at Appendix C to these minutes in the minute book.

**RESOLVED: The bank reconciliations for November 2021, December 2021, January 2022 and February 2022 were approved.**

2.2 Members agreed to approve the Bank Reconciliation for the end of March 2022. Proposed by Cllr Gawler, seconded by Cllr Mrs S Marshall. The Bank Reconciliation can be viewed at Appendix D to these minutes in the minute book.

**RESOLVED: The bank reconciliation for the end of March 2022 was approved.**

**109. Clerks Committee:** The Clerks Committee met on 30th March 2022 to discuss a request from the Parish Clerk for an uplift in his pay spinal point. The review is in line with their contract of employment. Members agreed to the uplift which will take the Clerks pay spinal point to Point 32 within the LC2 Scale Range. This is the ceiling of the LC2 Scale Range. Members agreed to the uplift. Proposed by Cllr Goringe, seconded by Cllr Mrs U Lucas.

 **RESOLVED:** **The Clerk’s pay spinal point to be uplifted to Point 32.**

**110. Clerks Report**

1. **Opening of the Parish Office:** The Parish Office was closed to the public during the Covid pandemic and has remained closed. The Clerk requested that members agree to officially opening the office to the public with immediate effect. Office hours would remain as 10:30 to 12:30hrs Tue, Wed and Thur. Members agreed that with the new stable door the office was safer and that it was the right time to open it again to the public.
2. **Tree planted for Queens Jubilee:** The English oak tree has been planted on Braeside Rec. The plaque is to be ordered in the next week.

**3. Calendar of Meetings 2022/2023.** This has been produced and sent to members and posted on the website.

4. **Dog Bin Installation Project**: Works have started on this and it is anticipated they will take 2 weeks.

**111. Brief Reports from Dorset Council Members –**Cllr B Gorringe presented a joint report with Cllr Bryan and a copy can be viewed at Appendix E to these minutes in the minute book.

**112. Parish Councillors’ Reports:** The Chairman informed members that he was concerned about the poor condition of several footpaths in the parish. There followed a discussion on footpath maintenance. It was agreed that the Clerk would look into future routine maintenance works being carried out by the lengthsman and to obtain a rough cost for this service and make proposals.

**113. Amenities: Documented Tree Survey:** The Clerk briefed members on a recommendation for the council to conduct a documented tree survey of all trees on its managed forested areas. The recent storms highlighted a need to have more detailed knowledge of trees and soil and ground conditions. The cost would be £50/hr but no full estimate had been provided by the tree management company. Members agreed to a documented tree survey being conducted to a value not to exceed £1500. If the cost is to exceed this amount, then the clerk is to report back to members with costs. Proposed by Cllr JW Parker, seconded by Cllr Mrs U Lucas.

**RESOLVED: A documented tree survey is to be carried out to a value not to exceed £1500.**

**114. Request for a Speed Camera:** The Clerk explained that he had received a request from a resident for a speed camera to be placed on Woolsbridge Road. Members discussed this and agreed that vehicles do speed down this road but questioned whether a speed camera is the solution. Members agreed to support the request for a speed camera and an approach will be made to Dorset Council for their highways team to investigate its feasibility and provision.

**115. Climate Change**. Nothing to report.

**116. Exchange of information**:

1. Next meeting will be on 25th May 2022 and will be the Annual Meeting.

2. The Parish Assembly is on 1st June 2022.

3. The Clerk confirmed that the Parish Councils Risk Assessment has been updated and will be sent out to members.

4. The Clerk confirmed that he will be compiling a new Emergency Response Plan using the updated Response Plan document from Dorset Council.

5. The Clerk informed members that the internal and external audits were underway.

Meeting ended at 8.10pm,

**Chairman**