

ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council
Minutes of the Meeting Held On Wednesday 31st May 2017 at 7pm
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present:, Cllr R Adkins, Chairman

Cllr R Bryan

Cllr Mrs J Carter

Cllr A Davies

Cllr M Dyer

Cllr B Goringe

Cllr N Hindmarch

Cllr Mrs S Marshall

Cllr Mrs B Waugh

Cllr Mrs A Warman

Cllr R Warman

Present: Mrs A Jacobs Clerk

Cllr R Adkins as retiring Chairman took the Chair for the election of the Chairman.

1. **Election of Chairman of the Council for the 2017/2018 Municipal Year** - The Clerk reported that there were two nominations for the position duly proposed and seconded. Both applicants were asked to give a short speech on why they would like to be Chairman. After which in accordance with Standing Order 26.1 a secret ballot was held. Cllr R Adkins was appointed by a clear majority to stand as Chairman for the 2017/2018 civic year.
RESOLVED: Cllr R Adkins was duly appointed Chairman of the Parish Council for 2017/2018.
2. **Declaration of Acceptance of Office** – Cllr Adkins signed the Declaration of Acceptance of Office.
3. **Election of Vice-Chairman of the Council for the Municipal Year 2017/2018** - The Clerk reported that there were two nominations for the position duly proposed and seconded. Both applicants were asked to give a short speech on why they would like to be Vice Chairman. After which in accordance with Standing Order 26.1 a secret ballot was held. Cllr B Goringe was appointed by a clear majority to stand as Vice Chairman for the 2017/2018 civic year.
RESOLVED: Cllr B Goringe was duly appointed Vice Chairman of the Parish Council for 2017/2018
4. **Co-option on to the Council to fill the West Ward Vacancy:-**
 - i) The Clerk reported that there was one application for the vacant position – a copy of the application and CV had been circulated with the Agenda. Members noted that the candidate had provided written confirmation that they meet the criteria for eligibility and are not disqualified to be a Member under the various Acts.
 - ii) In accordance with Local Elections (Parishes & Communities) Rules 1986 the Council considered the nominations for co-option and duly appointed Mrs Kelly Neale to the Parish Council. Proposed by Cllr M Dyer, seconded by Cllr A Warman, agreed unanimously.
RESOLVED: Mrs Kelly Neale was duly co-opted onto the Parish Council to fill the vacancy.
 - iii) Declaration of Acceptance of Office - As Mrs Kelly was not present, the Council agreed that the Clerk would contact Mrs Neale to arrange for the signing of the declaration of acceptance of office prior to the next meeting. Proposed by Cllr R Bryan, seconded by Cllr A Davies.
RESOLVED: The Clerk will arrange for the signing of the declaration to be completed prior to the next meeting.
5. **Public Open Forum:** None present
6. **Pecuniary Interests:** None declared.
7. **Apologies:** Cllr J Crow.
8. **Minutes of the Parish Council Meeting held on 26th April 2017 pages 67-69** – were agreed as a true and accurate record of the meeting and duly adopted. Proposed by Cllr R Bryan, seconded by Cllr Mrs A Warman. Cllr M Dyer abstained from the vote the rest were in favour.
RESOLVED: To adopt the minutes of the Parish Council Meeting held on 26th April 2017 pages 67-69 as a true and accurate record.
9. **Matters arising from the Minutes:-**
 - VAS on A31 – Highways chased up again, awaiting funding for this and other repairs on this section, could be sometime before it is up and running again.

- Insurance renewal completed
- Annual return despatched 18.05.17
- Min. 334 APM – attracting more people Item put into the Directory, will also ask at the EDDC Clerks meeting on 07.06.17

10. Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles attached) for 2017/2018

- a) Members to consider whether the trial of working without active Committees is to continue or whether to appoint Committees or just representatives to assist with Amenity and Finance matters. **Deferred to the next meeting.**
- b) Members confirmed the appointment of Members to Committees. The amendments on the previous year were to put Cllr R Bryan as a reserve on the Planning Committee instead of as a full Member. Members were asked to ensure notice of absence was given to ensure a quorum. Mrs Neale will be invited to join the Planning Committee. Cllr Goringe was appointed to the Reserves Committee.
- c) Appointment of Parish Council representatives – Cllr Davies was appointed as a reserve for the Airport Forum. Cllr Adkins and Cllr R Bryan were appointed as the Parish Council representatives on the Freedom Youth Club Management Committee. The rest of the appointments were unchanged.

The committee and representative appointments were proposed for approval by Cllr Mrs A Warman, seconded by Cllr N Hindmarch. Agreed unanimously.

RESOLVED: Members were appointed to Committees and outside bodies as per Appendix A with these Minutes in the Minute Book.

11. Correspondence noted:

1. EDDC Agendas
2. Pensions regulator- completed declaration – note since April 2014 pension is payable on overtime
3. Alarm booked in for annual service also reviewing contract
4. CPRE Review magazine
5. Street Naming – new property Woodland Glades will be No. 4
6. Acoustic fencing A31 below footbridge close to St Ives End Lane has been reported for repair 16.05.17.

12. Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) – This was discussed.

12.1 The following documents were reviewed no changes were made:

1. Recording of meetings Policy
2. Equal Opportunities Policy; Dignity at Work Policy; Advertising Policy; Press and Media Policy
3. Freedom of Information Act Policy 2000 and Data Protection Act 1998 handling requests.
4. Complaints Policy
5. Terms of Reference for Planning Committee
6. Land and Assets Register for 2016/2017 remains unchanged for 2017/2018

12.2 Documents requiring amendment and/or updating Members approved changes to the following documents items a to e (**revised sheets in yellow were supplied to replace the existing page/document in their Councillors green folder**). Proposed by Cllr M Dyer, seconded by Cllr Mrs A Warman, agreed unanimously:-

- a. Standing Orders - minor change (new cover page and page 15)
- b. Financial Regulations – minor change (new cover page only)
- c. Risk assessment Policy – See items 11 & 4 (full document reprinted)
- d. Rolling Programme Review was deferred to a subsequent meeting in light of decision on allotments.
- e. Calendar of meetings – Members approved the calendar of meetings for 2017/2018 for Planning and full Council meetings.

RESOLVED: The above documents a to e were reviewed and the amendments agreed.

- f. Review of the Council's subscriptions to outside bodies:- CPRE cost £40; Open Spaces cost £ 45;

SLCC cost £201 and DAPTC cost £1090. These were discussed and the Council agreed to continue with them. Proposed by Cllr N Hindmarch, seconded by Cllr R Bryan. Agreed by 1 in favour Cllr Mrs A Warman abstained.

RESOLVED: To continue with the subscriptions to outside bodies as listed.

13. Code of Conduct - Members attention was drawn to the Code adopted by the Parish Council, Members are expected to have read and observe this Code at all times when carrying out their duties and acting on behalf of the Parish Council. (see Green Councillors file). Noted.

14. Finance – Internal Controls - Members reviewed their adopted system of Internal Control and whether it is effective and meeting the standards required under the current Account and Audit Regulations. This was discussed.

- i) Review of the Effectiveness of the system of Internal Control – Members agreed to reduce the Internal Audit frequency to twice yearly instead of the current quarterly audit. Amendments were also made to require quarterly reporting of balances on the Youth Club accounts with reports being made to the Trustee meetings. Proposed by Cllr Mrs A Warman, seconded by Cllr M Dyer. Agreed unanimously.

RESOLVED: To reduce the Internal audit frequency to twice yearly and ensure quarterly reporting on the Youth Club accounts to the Trustees.

Members agreed that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and agreed that it was effective.

Proposed by Cllr R Bryan, seconded by Cllr R Warman. Agreed unanimously.

RESOLVED: That this Parish Council has reviewed its system of internal audit and accepts it as being effective and meeting the standards required under the current Account and Audit regulations.

- ii) Review of the system of Internal Audit and the checklist used by the Auditor. It was agreed that this was an adequate and effective system of internal audit (maintained throughout the year) of the council's accounting records and control systems. Proposed by Cllr Mrs A Warman, seconded by Cllr Mrs B Waugh.

RESOLVED: That the system used was an adequate and effective system of internal audit (maintained throughout the year) of the council's accounting records and control systems.

15. Finance:

- i) Members reviewed and approved the schedule of payments for May. Proposed by Cllr A Davies, seconded by Cllr R Bryan, agreed unanimously.

RESOLVED: to approve the schedule of payments for May cheque numbers 004713 to 004722.

- ii) Members reviewed and approved the bank reconciliation for 28th April 2017. Proposed by Cllr R Warman, seconded by Cllr Mrs A Warman.

RESOLVED: The bank reconciliation for 28th April 2017 was approved.

- iii) HSBC – Funds have now been returned and deposited in the Lloyds Deposit Account. Cllr Bryan stressed the need for the Reserves Committee to meet as a matter of urgency.

- iv) Lloyds Bank issue – The sweep on the account has been failing. The wages cheque had been returned to be represented and the Clerk was concerned about the reputation of the Council with its contractors and suppliers. The Clerk had a lengthy meeting with the Broadstone Branch who had suggested that the amount of the sweep was increased. After discussion there was little confidence that this would remedy the problem. Members asked the Clerk to find out whether a cheque book on the Deposit Account would be possible in which case the Current account would be closed. Alternatively a much larger sweep of £10,000 was thought to be more feasible. The Clerk will contact the bank.

16. Annual three yearly Rent Review Tennis Club - current rent 1991.51 + VAT – Members received the letter from the Tennis Club Chairman detailing some of their plans and reviewed the rent. It was agreed that the Council would be minded to hold back an increase for one year subject to them supplying three year projected costs and balance sheet as it was difficult to assess the financial stability of the club on the information provided. It was noted that the Club appeared to be very successful and the Council were minded to support them.

Proposed by Cllr M Dyer seconded by Cllr R Warman. Agreed 10 in favour Cllr Mrs A Warman abstained.

RESOLVED: To hold back an increase for one year subject to them supplying three year projected costs and balance sheet.

17. Amenities:

- i) Members reviewed the Dog warden patrols 106 hours @ £15. It was agreed unanimously to continue with the contract.

RESOLVED: To continue with the EDDC Dog Warden contract for 2017/2018.

- ii) The Clerk reported the letter from the Bowls Club requesting a meeting to discuss the other two hedges and plans to replace them. A working party of Cllr M Dyer, Cllr A Davies and Cllr R Warman was appointed to meet with the Bowls representatives and reported back to the full Council.

RESOLVED: A working party of Cllr M Dyer, Cllr A Davies and Cllr R Warman was appointed to meet with the Bowls representatives and report back to the full Council.

18. The approved minutes of the following Committee Meetings were duly adopted by the Council:-

Planning 20th April 2017. Proposed by Cllr R Bryan, seconded by Cllr A Davies. Cllrs M Dyer, Cllr B Goringe and Cllr R Warman abstained rest were in favour.

RESOLVED: Minutes of the Planning Committee held on 20th April 2017 were adopted.

19. Parish Councillors' Reports -To receive reports from Parish Councillors including:-

1. DAPTC - next meeting 3rd July 2017
2. Homewatch- next meeting 7th June 2017
3. EDEP Meetings – next meeting 28th June 2017
4. Burial Ground – depends on the election – meeting to be held with the Minister. It was agreed that the Vice Chairman of the Council would also attend meetings to ensure fully informed. A Biodiversity plan is also required details of a potential person to formulate this has been provided.
5. Emergency Plan Working Party – A report had been circulated and was noted. The final detail was subject to the appointments made at this meeting some further work is now needed. A further report will be compiled. We need to decide whether we feel more supplies are needed to be stocked and on a telephone cascade plan. The final Parish plan will remain in the Parish Office it will not be for public viewing.

20. District Councillors' Update:

Cllr Dyer – nothing to report

Cllr Goringe reported: The new Chairman of the District Council is Cllr Burt with Cllr Coombs as Vice Chairman.

Cllr R Bryan: Is attending the County Council tomorrow and has been appointed to a number of committees. He will be raising the travellers issue in Ferndown. His role of County Councillor is shared with Cllr D Shortell and is discussing sharing the attendance and reporting at Parish/Town meetings with him.

21. Village Hall Management Committee- Members noted the minutes for March and April emailed to Members

22. Exchange of information:

1. Next meeting to be held on 28th June 2017
2. The Clerk was asked to chase up the quote for the work on the High Street.
3. Cllr Waugh asked the Clerk who deals with pavement issues. Cllr Waugh will provide details of location and issues so that the Clerk can raise them.
4. Cllr Carter asked about grass cutting of the roundabouts on the A31. The Clerk will report them.
5. Cllr Bryan reported that there was now a new Pecuniary Interest form. The Clerk will check with the District Council.

The Meeting ended at 8.35pm.

Chairman