

## ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 30<sup>th</sup> May 2018 at 7pm  
in the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present: Cllr B Goringe, Chairman

Cllr R Adkins,	Cllr M Dyer (from 8.20pm)	Cllr Mrs S Marshall	Cllr Mrs A Warman
Cllr Mrs J Carter	Cllr K Gawler	Cllr Mrs K Neale	Cllr R Warman
Cllr A Davies	Cllr N Hindmarch	Cllr J Parker	

Present: Mrs A Jacobs    Clerk to Council

Members stood for a minutes silence in memory of Mr Ray Dudman, ex Parish and District Councillor of many years who had passed away on 3<sup>rd</sup> May 2018.

Cllr R Adkins as retiring Chairman took the Chair for the election of the Chairman prior to which he gave a short report on his year as Chairman and an update on projects still in progress. He then thanked the Clerk for her work and support.

1. **Election of Chairman of the Council for the 2018/2019 Municipal Year** - The Clerk reported that there were two nominations for the position duly proposed and seconded. In accordance with Standing Order 26.1 a secret ballot was held. Cllr B Goringe was appointed by a majority to stand as Chairman for the 2018/2019 civic year.

**RESOLVED: Cllr B Goringe was duly appointed Chairman of the Parish Council for 2018/2019**  
Cllr Goringe signed the Declaration of Acceptance of Office.

2. **Election of Vice-Chairman of the Council for the Municipal Year 2018/2019** - The Clerk reported that Cllr Davies had been nominated for the position duly proposed and seconded. There were no other applicants. A vote was taken and Cllr A Davies was appointed unanimously as Vice Chairman for the 2018/2019 civic year.

**RESOLVED: Cllr A Davies was duly appointed Vice Chairman of the Parish Council for 2018/2019.**

Cllr Davies signed the Declaration of Acceptance of Office.

3. **Public Open Forum:** None present

4. **Pecuniary Interests:** None declared

5. **Apologies for absence** were received from Cllr M Dyer and Cllr R Bryan who were attending meetings at East Dorset District Council.

6. **Minutes of the Parish Council Meeting held on 25<sup>th</sup> April 2018 pages 66-69** were agreed as a true and accurate record. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler. Agreed unanimously.

**RESOLVED: To adopt the Minutes of the meeting held on 25<sup>th</sup> April 2018 pages 66-69.**

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

8. **Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts** (see description of roles attached) for 2018/2019

- a) Members of the Planning Committee were agreed unanimously as: Cllr Mrs J Carter; Cllr A Davies; Cllr K Gawler; Cllr N Hindmarch; Cllr Mrs K Neale; Cllr Mrs S Marshall; Cllr J Parker; Cllr Mrs A Warman. The following Councillors may be called to attend as reserve Members if needed: Cllr R Adkins; Cllr B Goringe and Cllr R Bryan.

**RESOLVED: To appoint Councillors to the Planning Committee as per Appendix A with these Minutes in the Minute Book.**

- b) Parish Council representatives were appointed without objection as per Appendix A with these Minutes in the Minute Book. Proposed by Cllr R Adkins, seconded by Cllr Mrs A Warman. Agreed unanimously.

**RESOLVED: Parish Council appointments were confirmed as per Appendix A with these Minutes in the Minute Book.**

**9. Correspondence noted:**

1. EDDC Agendas
2. Thank you from the Air Ambulance to Cllr Davies and the Council for the donation following the APM.
3. Request from ROWLO team for volunteer assistance in dealing with blocked ROW
4. Information from local historian on War casualties
5. email from highways re land along Ringwood Service Rd – whilst they hold title they have said responsibility is the County Councils – passed query back to Rangers for comment.
6. New Councillors – The signed and completed Declarations of Acceptance of Office and Register of Office forms for Cllr Gawler and Cllr Parker have been received and copied to the Monitoring Officer.
7. VHMC March Minutes – circulated by email

**10. Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) –**It was noted that with the Local Government Reform these documents may need further review during the year depending on the conclusion of the reform and potential changes in responsibilities. Members reviewed the following documents and agreed unanimously to retain them without amendment as at the last review 31<sup>st</sup> May 2017, proposed by Cllr R Adkins, seconded by Cllr Mrs A Warman:-

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 2018/2019
7. Standing Orders and Financial Regulations
8. Risk Assessment policies – to be reviewed once any transferred responsibilities are known
9. Other adopted policies of the Council – see green folder

**RESOLVED: To retain the above documents without amendment, as per the last review 31<sup>st</sup> May 2017.**

**10.2 Calendar of meetings date –** Members considered the dates and agreed them unanimously. A copy appears as appendix B with these Minutes in the Minute Book.

Proposed by Cllr K Gawler, seconded by Cllr Mrs K Neale.

**RESOLVED: The calendar of meetings dates was agreed without amendment.**

**11. Code of Conduct –** Members noted 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. Members attention was drawn to the clauses on predetermination and bias.

**12. Finance:**

- i) Members reviewed and approved the schedule of payments for May including the late payments for 004900 Apogee £15.95 and 004901 SSE £1802.67. A copy appears as appendix C with these Minutes in the Minute Book. Proposed by Cllr Mrs S Marshall, seconded by Cllr Mrs K Neale. Agreed unanimously.

**RESOLVED: The schedule of payments for May were approved.**

- ii) Members reviewed and approved the bank reconciliation for end of April. A copy appears as appendix D with these Minutes in the Minute Book. Proposed by Cllr J Parker seconded by Cllr Mrs K Neale. Agreed unanimously.

**RESOLVED: The bank reconciliation for end of April was approved.**

- iii) Members received the Internal Auditors report and noted the recommendations made. A copy appears as appendix E with these Minutes in the Minute Book.
- iv) Members agreed unanimously, to authorise a regular direct debit payment to SSE for play area lights on a monthly basis. Proposed by Cllr Mrs S Marshall, seconded by Cllr Mrs K Neale.

**RESOLVED: A monthly direct debit payment to SSE for the play area was authorised.**

**13. Minerals and Waste Examination Hearing date 26<sup>th</sup> -28<sup>th</sup> June 2018** Dorchester –

- i) Members appointed Cllr R Bryan to speak at the hearing.
- ii) Cllr R Adkins was delegated to review and draft a statement for the Inspectorate regarding Minerals and Waste. Cllr Adkins suggested using the Moors Valley vehicle movement figures and the video, it

was noted that the Horton Road is collapsing due to the volume and weight of HGV's using the route. Cllr Davies reported that he has photos available showing use. Cllr Mrs K Neale will put the details of the hearing onto Facebook and the Clerk will put it on noticeboards and Next Door.

- 14. GDPR Update** – The Clerk thanked Cllr Gawler and Cllr Parker for their help in the review. Members received a progress report and considered the recommendations made. The Clerk will liaise with other Councils in respect of Councillor email addresses. Website: It was agreed that the Community and local organisation lists on the site will be removed as the details change frequently and accurately maintaining the data will be time consuming and difficult with the frequent changes taking place in the management of voluntary organisations. More accurate information is available on the Village Hall website. Proposed by Cllr K Gawler, seconded by Cllr Mrs K Neale.  
**RESOLVED: To remove the details of local organisations from the website.**

**15. Tennis Club**

- i) Annual three yearly Rent Review Tennis Club previously considered and differed for one year - current rent £1991.51 + VAT – Members discussed the proposed refurbishment and noted that there would be no income during the work. It was agreed to defer any increase for a further year. Proposed by Cllr R Adkins, seconded by Cllr Mrs S Marshall. Agreed unanimously.  
**RESOLVED: To defer the rent review for a further year to June 2019.**
- ii) The Planning Application for the new courts and lighting has been submitted. Since the request the Club have now asked that the surface is red and not green. Members had no objection to either colour.

8.15pm – Cllr M Dyer arrived from the EDDC meeting

**16. Amenities:**

- i) Dog warden report – noted.
- ii) Members considered the quotations for a replacement gate for the play area. It was agreed to accept the quotation from Steelway Fensecure for £693 with a further £200 for fitting. Proposed by Cllr Mrs A Warman, seconded by Cllr Mrs K Neale. Agreed unanimously.

**RESOLVED: To order a replacement gate at a cost of £693 and an additional £200 for installation.**

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

1. DAPTC – no meeting
2. Homewatch- AGM held but no minutes yet. Numbers have dropped significantly.
3. EDEP Meetings – no meeting but the Chairman is active.
4. Burial Ground – Cllr Adkins reported – BMP is awaited. The final thing will be to negotiate with the Forestry Commission. There is a conflict though as one of their roles is to establish burial grounds.
5. Allotments –Cllr Adkins reported – There is a document suggesting that there might be cause for further discussion but Cllr Adkins is awaiting a copy of the document. Cllr Dyer reported that it was the lodge which was the issue.

**18. District Councillors' Update:**

Cllr Goringe reported attending a number of committee meetings there is a lot of discussion on the LGR The Government has moved on and allowed the Unitaries to proceed. The first meeting of the shadow Council is scheduled for 7<sup>th</sup> June 2018.

Cllr Dyer reported attending a Local Plan briefing at EDDC earlier in the evening. At present, no new sites are proposed for housing development in St Leonards.

**19. Repairs to Roads** – Cllr Bryan was attending a meeting at EDDC – an update will be circulated.

**20. EDDC Transfer of Assets Report for EDDC Cabinet** – Cllr Adkins had lodged a letter of interest prior to the end of his term as Chairman of the Parish Council, a meeting is to be arranged.

**21. Memorial for 100<sup>th</sup> Anniversary of the Armistice** – Cllr Adkins is in communication with the owner of the land outside of the High Street. The land is owned by a number of family members and there is a possibility that the land could be released in some way but this is still in discussion. Cllr Adkins is arranging for some drawings of the proposal and these need to be submitted this week. Cllr Adkins also recommended that a donation to a homeless charity should be made.

**22. Website Review** - Cllr Adkins has been reviewing the website and is consulting with the Clerk and Mr Walker on potential providers.

**23. Calling the Clerk out of hours** – Cllr Adkins reported that the Clerk had been contacted on a Sunday evening by a Member. It was agreed that this was antisocial. To avoid a recurrence the Clerk will email Members with her working hours.

**24. Exchange of information:**

1. Next meeting to be held on 27<sup>th</sup> June 2018 and will be followed by a Trustee meeting of the Youth Club for all Members.
2. Cllr Gawler had attended the new Councillor training which he found most helpful
3. Cllr Davies requested that the grass encroachment on the pavements close to the Pegasus crossing and One stop were dealt with as it was a trip hazard. The Clerk will ask the Lengthsman to attend to this.
4. Cllr Davies pointed out that repairs to the High Street could be done whilst repairs to Horton Road were carried out and the equipment was available.

**Meeting closed at 8.45pm**

**Chairman**