ST LEONARDS & ST IVES PARISH COUNCIL

Meeting of the Full Council

Minutes of the Meeting Held On Wednesday 24th June 2020 at 7pm

Held virtually via Zoom

Present: Cllr A Davies, Chairman

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| Cllr R BryanCllr M DyerCllr K Gawler | Cllr B GoringeCllr Mrs M GoringeCllr N Hindmarch (dialled in by phone) | Cllr Mrs U LucasCllr Mrs K NealeCllr Mrs S Marshall | Cllr J B ParkerCllr J W Parker |

**In attendance:** Mrs Ann Jacobs, Clerk and Mr J Ross observing.

**35. Pecuniary Interests:** None declared

**36.** **Apologies:** None, all Members present.

**37. Minutes of the Parish Council Meeting held on 27th May 2020 -** The Minutes were agreed, unanimously, as a true and accurate record. Proposed by Cllr Mrs K Neale, seconded by Cllr K Gawler.

 **RESOLVED: The Minutes of the Parish Council Meeting held on 27th May 2020 were adopted.**

 The Clerk will arrange for the file copy to be signed as soon as possible.

**38. Matters Arising duly noted:**

1. IT for Asset Management and communications for the Clerk – mobile phone and SIM purchased.
2. Plastic for benches on order
3. Garden licence for resident near the Spinney despatched and a signed copy returned.
4. AGAR duly signed despatched to external auditor by email and hard copy 5th June 2020, receipt acknowledged.
5. AGAR published on website
6. Notice of the Councillor vacancy posted on our website and contact made with three residents who have previously shown an interest deadline is 6th July for applications.
7. Basketball Hoop – sound reducing materials installed. The resident reports that they are now satisfied with the result.
8. Parish/Youth Centre unit heating system – on order and scheduled for replacement week commencing 20th July
9. New copier installed 17th June. Old copier awaits collection, BNP contacted.

**39. Correspondence:**

1. Somerley Recycling Centre – Dorset resident’s registration process is not ready yet, but a pre booking system is in place. Residents cannot book more than 2 days ahead.
2. Highways – measures to increase public awareness of social distancing. Signage is available the Clerk has contacted Highways.
3. Coronavirus – potential impact on the collection fund. The Parish is protected this current financial year but there may be a financial impact on 2021/2022. Noted.

**40. Members adopted the approved minutes of the following Committee Meetings:-**

 Planning held on 21st May 2020. Proposed by Cllr R Bryan, seconded by Cllr J W Parker, agreed unanimously.

 **RESOLVED: To adopt the approved minutes of the Planning Committee held on 21st May 2020.**

**41 Amenities:**

 i) In the last couple of weeks the Clerk reported an influx of enquiries about separate trees on our sites from residents. Members attention is drawn to the tree policy duly adopted on 27th November 2019. The Clerk has met with each resident. Members to received a verbal update on these meetings.

The Clerk highlighted one specific enquiry where a tree overhangs a bungalow in Ivy Close. The tree was leaning significantly over the property. The Clerk advised that having met with the Tree surgeon in this particular case she recommends that the tree is felled and some branch removal is undertaken on the Pine immediately behind, in addition a replacement tree should be planted. As the site is subject of a blanket TPO the Dorset Council Tree Officer will only sanction removal if absolutely necessary but the Parish Clerk stated that she is not qualified to determine whether the tree is diseased, safe or whether it should be felled. This was discussed, Cllr Bryan stated that he was not in favour of removing any tree unless diseased. Cllr Dyer proposed that the cost of felling was approved provided the County Tree Officer was satisfied, seconded by Cllr K Gawler. A vote was taken, Cllr J W Parker and Cllr N Hindmarch abstained, Cllr R Bryan voted against, rest in favour. Agreed.

**RESOLVED: To carry out the tree work suggested by the Tree Surgeon at a cost of £592.00, subject to a replacement tree being planted and subject to permission from the County Tree Officer being obtained**.

ii) The Clerk reported on the meeting held with the Insurers on 23rd June 2020, concerning the Oak within

 the Scout compound. The report is awaited from the Risk Assessor. It was noted that considerable

 damage has also been done to the 6’high close boarded fence below the Oak.

**42. Finance:**

i) Members reviewed and approved the schedule of payments for June. A copy of which appears as Appendix A with these Minutes in the Minute Book. Proposed by Cllr B Goringe, seconded by Cllr Mrs K Neale. Agreed unanimously.

 **RESOLVED: to approve the schedule of payments for June as presented.**

ii) Members reviewed and approved the bank reconciliation for the end of May. A copy of which appears as Appendix B with these Minutes in the Minute Book.Proposed by Cllr J B Parker, seconded by Cllr B Goringe. Agree unanimously.

 **RESOLVED: to approve the bank reconciliation for the end of May.**

iii) Members received a report from the Clerk concerning recent issues on issuing checks and paying bills during the COVID pandemic. A copy of which appears as Appendix C with these Minutes in the Minute Book. It was agreed unanimously to accept the resolutions made in the report. Proposed by Cllr B Goringe, seconded by Cllr Mrs S Marshall.

 **RESOLVED**:

 **1. After his probationary period the Clerk will become an authorised signatory for audit and as an anti-fraud measure retain the two signature (i.e., authority of two required) requirement. Payments will be countersigned by a Member.**

 **2. Payments will be made by internet banking where possible. The Assistant will process the paperwork and pass to the Clerk for authorisation, the Clerk would process the regular payment on the internet (as signatory one) and one further authorised signatory (a Councillor) would then have to log on and counter authorise the payments using their password and log on. Non regular payments would require the sanction of a separate minute.**

**3. Salaries will be made by internet banking. Any extraordinary payments i.e., overtime etc.,**

 **would require sanction by Council prior to payment being made.**

**4. Members already authorised to sign cheques are authorised to sanction internet banking**

 **payments as per the existing list of signatories.**

**5. Cllr Alan Davies was authorised to be a signatory on the Lloyds bank account.**

 Cllr Goringe and Cllr Mrs Marshall were thanked for signing the cheques during the lockdown.

**43. Website –** New website went live on 10th June 2020 – some fine tuning is required, for example getting all the profile pictures the same size. The process is new to the Clerk but overall the system is simple in principle to use. More experience is necessary and we are in contact with Netwise to resolve a couple of issues. The Clerk is liaising with Cllr Gawler as the Councillor appointed reviewer for Social Media. An email of thanks has been sent to our volunteer who has been maintaining the website for the last 16 years. Noted.

 The Council asked that thanks to the volunteer were minuted for all his efforts over the last 16 years.

**44. Nursery – The Nursery school have** returned on a two day a week basis on 2nd June. An additional note has been added to their agreement to ensure social distancing and compliance with Government requirements. Noted.

**45. Youth Club** – due to lockdown the Club has not been running since the middle of March and they do not aim to restart until September. The process is under review but at present there is little point in holding a Trustee meeting. The Clerk plans to meet with the Youth Club Committee prior to their opening to discuss a risk assessment and procedure maintaining social distancing requirements and the shared use of the facility.

**46. Parish Office –** The Clerk reported that it was hoped to re-open the Parish Office shortly. A COVID risk assessment has been carried out. The public will be asked to remain outside if the weather and their physical condition permits. Full face visors have been purchased for staff and are awaited. Noted.

**47. Dorset Council –** Reports from appointed Members had been circulated prior to the meeting. Copies of the reports appear as Appendix D with these Minutes in the Minute Book. These were noted. Cllr Goringe and Cllr Bryan were thanked for their reports and took questions from the Members.

Cllr Goringe reported on the recent serious fire in Wareham Forest caused allegedly by a disposable BBQ. Dorset Council is looking at how they can ban the use of lanterns and disposable BBQ’s and are looking at how this can be enforced.

Cllr Bryan reported: Dorset Council’s “Reset and Return” - The Council is looking at a plan to make themselves more efficient. Looking at how restricting driving could be done. A draft strategy is being presented to Climate Change and Ecology Committee. Calculations indicate that it could cost well over £100m for the County to become carbon neutral. It will be up to the public to decide if they want to spend that kind of money.

A very difficult situation has occurred at Durdle Door again this week. The public appear to think that because hospitality is opening up the pandemic is over. Traffic movements are some of the highest we have seen since the pandemic.

**48. Parish Councillors’ Reports** – External meetings cancelled due to COVID 19 lockdown. Noted.

Cllr Davies reported on Homewatch. They were still very active and Members are participating wll on Zoom. The last 2-3 months has resulted in a massive increase in Facebook usage, going from 433 postings to 746. Cllr Goringe asked about speedwatch as the Parish Council had sanctioned half the cost of the equipment required. Due to the pandemic this has been suspended for now for health and safety reasons.

**49. DAPTC AGM** – A request for proposals, which should be applicable Nationally has been received. This was discussed. Members had no proposals to put forward. Cllr Hindmarch would still attend the meeting on behalf of the Parish.

**50. Code of Conduct Consultation on proposed new Code** – emailed to member on 16th June 2020.

 Deadline for response is the 17th August 2020. This was discussed. It was noted that with more online

 meetings there was a concern that this could lead to an increase in poor behaviour. Members noted that

 anyone could now record meetings so care should be taken. There is an online survey but it was

 highlighted that you need to be prepared to complete it in one go as you cannot save it and return to

 complete it.

**51. DBS for staff –** DAPTC have confirmed that enhanced checks are not possible for staff unless they have responsibility for children or vulnerable people on a regular basis. A check can be made as volunteer for a small fee. This was discussed Members felt that it would be good practice to carry out the check. The Clerk will arrange for this.

**52. Exchange of information**:

1. Next meeting to be held on 29th July 2020
2. Cllr Mrs Marshall complained about antisocial parking in The Glade following the re-opening of Moors Valley, Could extending the yellow lines be considered? The Clerk explained the lengthy process. Cllr Bryan said that this was because numbers entering were restricted for social distancing however, the public were parking elsewhere and finding another way into the park. Put to a future agenda.
3. Cllr J B Parker reported on an apparent increase in postings on social media relating to antisocial behaviour in the Parish. There have been reports of increases in heated exchanges and social unrest. Cllr Davies reported finding a number of small canisters in Woolsbridge Road, these were thought to be laughing gas. Police are aware. The Clerk was asked to contact the Police to see if they might meet with the Council via Zoom to discuss what could be done. Raising awareness was needed perhaps an open meeting with the Police could be arranged?
4. Cllr Mrs Marshall reported heavy volumes of litter in Moors Valley since the pandemic.
5. Cllr Gawler asked for forward planning to be put on the next agenda to review possible projects etc., including the burial ground proposal.
6. Cllr Bryan reported that over 7500 enforcement notices had been issued in respect of overgrown pavements as due to social distancing pavements must be kept clear. Dorset Council is also looking to improve cycle ways.
7. The Clerk reported that the Government has declared that Play areas can open from 4th July. Cllr Bryan suggested that advice on requirements should be sought from John Sellgren.
8. Cllr Hindmarch reported that the Memorial Garden was worth a visit at present even though the Club is currently closed.

The Chairman thanked the Clerk as this was her last meeting and wished her well for the future.

Meeting closed at 8.11pm

Chairman