

# St Leonards & St Ives Parish Council

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23<sup>rd</sup> September 2020

To: All Members of the Parish Council

Dear Councillor

## MEETING OF THE FULL PARISH COUNCIL

You are hereby summoned to attend a meeting of the full Parish Council to be held virtually on **Wednesday 30<sup>th</sup> September 2020 at 7.00 pm, see separate invitation for platform**, to transact the business as listed on the agenda below: -

Mr Jonathan Ross, Clerk to the Council

***Meetings are video recorded to facilitate the compilation of the Minutes only, by attending the meeting you are deemed to be consenting to the recording by default. It is asked that you join the meeting with your video enabled. You may also join the meeting by telephone link.***

## AGENDA

- 1. Public Open Forum for 5-10 minutes** - whilst we trust that the published link works, the public may submit and are encouraged to send any comments on the matters listed on this agenda below by email to [clerk@stleonardspc.org.uk](mailto:clerk@stleonardspc.org.uk). In addition to joining the meeting these will then be circulated to Members. Comments need to be received by 9am on the day prior to the meeting for consideration. Members of the Public are reminded that they must not interrupt the meeting outside of the public forum. We reserve the right to exclude any person from the meeting if they are disrupting the meeting.
- 2. Pecuniary Interests:** Members are required to declare any Pecuniary Interests which have not already been included on their Register of Interests form. To consider any written requests for a Grant of Dispensation for items on the agenda.
- 3. Apologies:** To receive Apologies for absence
- 4. Minutes of the Parish Council Meeting held 26<sup>th</sup> August 2020** - To approve and adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.
- 5. Matters Arising:**
  1. Update on parking issues in connection with visitors to Moors Valley Country Park
  2. DBS checks submitted and received back on all staff. Checked by Chairman.
- 6. Correspondence to note:**
  1. BCP consultation on parking standards and requirements across the BCP area to view go to: [bcpcouncil.gov.uk/draftparkingspd](http://bcpcouncil.gov.uk/draftparkingspd) Consultation launched 14<sup>th</sup> September to 12<sup>th</sup> October
  2. Fibre to premises – Awaiting information re number of roads in the Parish covered.

3. Government guidance on Council meetings – no change. Recommendation is still to continue digitally where possible, and where essential to meet then social distancing requirements must be met.
4. Wessex Flood Warden letter
5. Members to note letter to local Councils from CAB New Forest explaining the additional demands on their services due to COVID request for additional financial support.
6. Request for pedestrian crossing on Horton Road near recreation ground, enquiries being made.
7. The Clerk has written to more than 20 properties concerning overhanging vegetation, more are to follow.

## **7. Grants to Outside Bodies:-**

i) **Grant for the Village Hall Management Committee for 2021/2022** – full accounts, rolling works programme and last year's accounts submitted. Members to receive the request from the VHMC to discuss and agree in principle, the grant allocation for the VHMC for 2021/2022. A sum of £10,000 has been requested.

ii) **Other Grants** taking into account the budgetary provision allocated in October 2019, to consider grants for 2020/2021 and budgetary allocation for 21/22 in respect of each organisation:-

1. Greyfriars Community Centre – budgetary provision £600 towards cost of minibus which collects elderly Parishioners weekly for shopping visits into Ringwood. During COVID the minibus was used to collect and deliver shopping when demands on supermarket deliveries were difficult. Normal trips back up and running and in high demand.
2. East Dorset CAB budgetary provision £1000 number of clients seen 39, 141 issues average cost per client £100. Cost for supporting our residents £3,900 Accounts and request attached, which asks for consideration to increase the grant to £1,500 for the year.
3. CAB New Forest – budgetary provision £750– Figures show 185 of our residents seen in the tax year 1.4.2019 to 31.03.2020. No figures provided previous year but in 2018 it was 75.  
See letter and dashboard for breakdown of detail.
4. Royal British Legion payment to The Poppy Appeal – budgetary provision £150 which includes the wreath. Note we now ask for two wreaths cost £40.
5. EDEP Grant was for meeting costs but not meeting at present review in 6 months
6. Youth Club Grant for 2020/21 Direct debits now transferred to Parish Council but once Club restarts will need funds to support leader costs and equipment approximately £1500 pa.
7. Ex Services Club Remembrance Day event to consider making an annual grant to the Club towards costs for the event. Due to COVID doubtful that this will be possible, Members to consider reallocating the sum this year.
8. Age Concern – currently suspended due to COVID impact. Normally Council pays for the rent for the room on Mondays approximately £2758 pa. Members if minded to resolve to include this in the budget and permit payment on receipt of invoice during the year.

**8. Precept 2021/2022**– Members to review the budget vs expenditure figures to date and commence precept preparation. Final recommendations to be put to Council for the November meeting. A draft budget is attached for discussion only.

## **9. Finance:**

- i) To review and approve the schedule of payments for September
- ii) To review and approve the bank reconciliation for end of August

- iii) Electronic payments – A test payment was made (included in the payment schedule) which highlighted some issues. Members to note the sweep sum between accounts has had to increase to £10,000 to cover the monthly costs and in readiness to switch to making electronic payments on a regular basis.  
Members to receive and if minded authorise an appendix to financial regulations detailing the process. See draft attached. A 3 month review is recommended once the system has been up and running.
  - iv) External Audit – to receive the response from the external auditor for year-end 31<sup>st</sup> March 2020, to note any findings and direct any remedial measures.
- 10. Speed Indicator Devices** – Members to receive a report from the Clerk and if minded direct next steps.
- 11. Clerk's Report** – To receive a report to update Members in relation to allotments; burial ground; climate change, update on insurance claim; and Over Hanging Vegetation letters despatched. Members to consider any recommendations made and direct next steps.
- 12. Planning meetings** – Members to adopt the approved minutes of the following meetings:-  
13<sup>th</sup> August 2020 and 3<sup>rd</sup> September 2020
- 13. Parish Councillors' Reports -To receive reports from Parish Councillors including:-**
- 1. DAPTC – Meeting held on 29<sup>th</sup> September
  - 2. Homewatch 2<sup>nd</sup> September
  - 3. Youth Club Management Committee – The Club is not currently running due to COVID. The Clerk has requested a meeting with the Committee to review COVID risk at least one month prior to opening. Members, if minded to appoint a Councillor to the Management Committee to attend their meetings and report back to Council
- 14. Report from Dorset Council Members**
- 15. Amenities:**
- i) Dog warden report
  - ii) Tree Work – to retrospectively authorise the payment for urgent tree work at Jubilee Copse to remove several dead trees overhanging private road £532.50 + VAT, Goat Willows. Tree Officer advised. Chairman and Clerk authorised work for expediency.
  - iii) To receive any other amenity matters
  - iv) Play Park Refurbishment Project – Working Party met on 17<sup>th</sup> September a plan is being compiled together with scope, costings and procurement plan. Working Party will come back to Council with recommendations.
- 16. Parking issues in The Glade** – Residents concerns reported to Highways who request Incidents of bad parking need to be photographed and records kept.
- 17. Remembrance Day** – To receive information and consider any special measures
- 18. Exchange of information:** Next meeting to be held on 28<sup>th</sup> October 2020