

St Leonards & St Ives Parish Council

The Parish Office

Village Hall, Braeside Road,

St Leonards, Ringwood, Hants, BH24 2PJ

Clerk to the Council: Mr Jonathan Ross

Telephone: 01425 482727 email: office@stleonardspc.org.ukwww.stleonardspc.org.uk27th April 2021**To: All Members of the Parish Council****Dear Councillor****ANNUAL MEETING OF THE PARISH COUNCIL**

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held virtually on Zoom on **Wednesday 5th May 2021 at 7.00 pm, see separate invitation for platform**, to transact the business as listed on the agenda below: -

Mr Jonathan Ross, Clerk to Council

Meetings are recorded to facilitate the compilation of the Minutes only

AGENDA

All Members are respectfully reminded that it is their responsibility to check their Register of Interest forms to ensure that any changes are reflected. Their current forms are available on the Parish website.

- 1. Election of Chairman of the Council for the 2021/2022 Municipal Year.**
- 2. Declaration of Acceptance of Office** - The Chairman will verbally declare their acceptance of office and arrange to make and sign the Declaration of Acceptance of Office form as Chairman as soon as possible after this virtual meeting.
- 3. Election of Vice-Chairman of the Council for the 2021/2022 Municipal Year.**
- 4. Declaration of Acceptance of Office** - The Vice-Chairman will verbally declare their acceptance of office and arrange to make and sign the Declaration of Acceptance of Office form as Vice-Chairman as soon as possible after this virtual meeting.
- 5. Public Open Forum** immediately after the above items for 5-10 minutes - 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 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.
- 6. 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.
(Members are respectfully reminded that standing order 13(b) requires a Member with a disclosable interest in an item to withdraw from a meeting for that item.)

- 7. Apologies:** To receive Apologies for absence
- 8. Minutes of the Parish Council Meeting held on 31st March 2021 - To** approve and adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.
- 9. Matters Arising:**
Clerk to report on the financial holdings of the Parish Council and recommendations on risk mitigation measures.
- 10. Corona Virus Act Update –** To receive an update and recommendations from the Clerk in relation to the government’s decision not to extend legislation allowing virtual meetings to continue. Members to direct next steps.
- 11. Appointment of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2021/2022**
1. To confirm the appointment of Members of the Planning Committee
 2. To confirm the appointment of Parish Council representatives
- 12. Correspondence:**
1. Letter received concerning vehicles parking on Woolsbridge Road near to the junction with the A31 and a request for a new TRO in the area. Clerk to report on guidance received from Dorset Council.
 2. Letter received from the Village Hall Committee requesting solar panels be placed on the roof. Members to consider and if minded, approve.
 3. Letter received from the bowls club requesting new signage be erected on Braeside Road advertising the club and its sponsor. Members to consider and if minded, approve.
 4. Letter from Dorset Council concerning non-renewal of Dog Warden contract. Clerk to brief members on measures in place.
- 13. Members Green Handbook - Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) – Please see the attached report.**
- 13.1 Members if minded to resolve that no changes are required to the listed documents
- 13.2 Members if minded to resolve to accept the amended documents as follows:
1. Risk Assessment and Risk Management Policy (Blue section)
 2. Assets Register (Blue section)
 3. Calendar of Meeting dates
- Note: Please replace your existing copy in your folder with the Yellow updated sheet.
- 14. Asset Inspections:** The following assets have been inspected and reports produced:
1. **Parish sites** –To receive the inspection report on the inspection of all parish sites.
 2. **Bus Shelters** – Have been inspected and risk assessed and are sound. To note
- 15. Amenities:**
1. Dog warden report.
 2. To receive recent local amenity matters
 3. Playpark refurbishment Project – Clerk to update members on progress and to

discuss potential future works to the basketball court and external gym equipment.

16. Climate Change: To discuss relevant climate change issues.

17. Finance:

1. To review and approve the schedule of payments for April
2. To review and approve the bank reconciliation for end of March and April
3. To receive the report from the Internal Auditor and consider recommendations made.
4. To approve a regular direct debit payments to SSE for play area lights and to Onecom for broadband provision on a monthly basis. In addition to approve regular direct debit payments for gas and water for the Youth Club unit.
5. To note receipt of the first half of the precept and further CIL funds of £20,847.60.
6. Annual Parish Meeting Summary of accounts for 2020/2021 to approve for public viewing on the website.
7. VHMC Grant for 2021/2022 – Minute 142 (i) 30.09.2020 refers, Members if minded to authorise the payment of the grant to the VHMC for 2021/2022 of £10,000.

18. Annual Return for 2020/2021 - (Note internal audit completed on 14.04.2021)

1. Annual Governance Statement for 2020/2021– Members to consider the Annual Governance Statement and if minded resolve that the Council agrees with the declarations made. The Clerk and Chairman to be authorised to sign Section 1.
2. Accounting Statements for 2020/2021 - Members if minded resolving that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2020/2021.

19. Annual Insurance Renewal – To receive the invitation to renew the annual insurance with Zurich Municipal at a cost of £2164.75. The Council has a five-year insurance LTA with Zurich which commenced in April 2019. Members if minded to authorise payment.

20. To adopt the approved minutes of the following Committee Meetings: -
Planning held on 8th April 2021 and 29th April 2021.

21. Dorset Council – Report from appointed Members circulated prior to the meeting

22. Parish Councillors' Reports:

23. Register of Interest Forms – Members are respectfully reminded that it is their responsibility to regularly check and if necessary, amend their Register of Interest forms. These are available on the Parish website.

24. Exchange of information: Next meeting date to be confirmed. It will be dependent on member discussion relating to recent Corona Virus Legislation.