

**ST LEONARDS & ST IVES PARISH COUNCIL**  
Annual Meeting of the Full Council  
Minutes of the Meeting Held on Wednesday 25<sup>th</sup> May 2022 at 7pm  
Held in the Russell Room, Village Hall

Present: Cllr A Davies, Chair  
Cllr M Dyer                      Cllr C Johnson                      Cllr S Marshall                      Cllr J B Parker  
Cllr K Gawler                      Cllr J W Parker

**In attendance:** Mr Jonathan Ross, Clerk to the Council and Mrs Ann Jacobs, Assistant Clerk.

- 1. Election of Chair of the Council for the 2022/2023 Municipal Year** – Cllr JB Parker was proposed as Chair for 2022/2023, there were no other nominations. Proposed by Cllr A Davies, seconded by Cllr JW Parker. This was agreed unanimously.  
**RESOLVED: Cllr JB Parker was elected Chair for 2022/2023 and took the Chair.**
  
- 2. Declaration of Acceptance of Office** – The new Chair read out the declaration to accept the office of Chair and abide by the declaration. Cllr JB Parker then signed the declaration.
  
- 3. Election of Vice-Chair of the Council for the Municipal Year 2022/2023** - Cllr J W Parker was proposed as Vice-Chair for 2022/2023, there were no other nominations. Proposed by Cllr A Davies, seconded by Cllr K Gawler. This was agreed unanimously.  
**RESOLVED: Cllr JW Parker was elected Vice-Chair for 2022/2023.**
  
- 4. Declaration of Acceptance of Office** – The new Vice-Chair read out the declaration to accept the office of Vice-Chair and abide by the declaration. Cllr JW Parker then signed the declaration.
  
- 5. Proposal to Change the Term ‘Chairman’:** In line with gender neutralising terms to describe positions of management, authority, or job descriptions. It was proposed to change using the term ‘Chairman’ to use ‘Chair’ or ‘Chairperson’. Following discussion, members agreed to use the term ‘Chair’ in future. Relevant Standing Orders and other documents will be amended accordingly. Proposed by Cllr M Dyer, seconded by Cllr K Gawler. This was agreed unanimously.  
**RESOLVED: The term ‘Chair’ will be used in all future discussions and documents instead of the term ‘Chairman’.**  
  
After note: The practice of using the prefix ‘Mrs’ to indicate a female Councillor was discussed and it was accepted that in future the term ‘Mrs’ would be dropped.
  
- 6. Public Open Forum:** No public attended the meeting.
  
- 7. Pecuniary Interests:** No pecuniary interests were declared.
  
- 8. Apologies:** Apologies were received from Cllr B Waugh, Cllr M Goringe, Cllr B Goringe, Cllr N Hindmarch, Cllr U Lucas, Cllr R Bryan (attended on Zoom).  
Members voted to accept apologies from those Councillors listed. Proposed by Cllr JW Parker, Seconded by Cllr A Davies. This was agreed unanimously.  
**RESOLVED: That the apologies from the Councillors listed were accepted.**

**9. Minutes of the Parish Council Meeting held on 6<sup>th</sup> April 2022** - The Minutes were agreed as a true and accurate record. Proposed by Cllr A Davies, seconded by Cllr JW Parker. This was agreed unanimously.

**RESOLVED: The Minutes of the Parish Council Meeting held on 6<sup>th</sup> April 2022 were adopted.**

**10. Minutes of the Village Hall Management Committee for February, March and April 2022:** These Minutes were noted.

**11 Matters Arising:** None.

**12. Appointment of Committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2022/2023.**

a) Cllr C Johnson agreed to join the Planning Committee. Members of the Planning Committee were confirmed as Cllr A Davies; Cllr K Gawler; Cllr N Hindmarch; Cllr S Marshall; Cllr J B Parker; Cllr J W Parker, Cllr R Bryan, Cllr C Johnson, and Cllr B Waugh.

b) Members reviewed all other appointments and Parish Council representatives. There were no changes.

**13. Correspondence:** None.

**14. Members Green Handbook** - Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) – Members reviewed the documents as per their Green handbook.

14.1 The documents listed in the Annual Review of the Governance Documents and Policies of the Council May 2022, which can be found at Appendix A to the minutes, were reviewed with no changes recommended. Proposed by Cllr A Davies, seconded by Cllr K Gawler. This was agreed unanimously: -

**RESOLVED: To accept the list of documents requiring no change.**

14.2 Documents reviewed and changes agreed to the following documents,

- a) Risk Assessment and Risk Management Policy.
- b) Assets Register (Blue section)
- c) Calendar of Meeting Dates
- d) Standing Orders

Copies of the amended documents appear as Appendix B with these Minutes in the Minute Book. Members were reminded to replace pages 17-21 of their copy of Standing Orders with the pages supplied.

Proposed by Cllr A Davies, seconded by Cllr K Gawler. This was agreed unanimously: -

**RESOLVED: To accept the documents, as listed, that require changes.**

It was requested that the Risk Assessment and Risk Management Policy be assessed on a quarterly basis. This is to ensure all risks are monitored and managed more regularly than annually The Clerk will action this and report back to Council quarterly.

**15. Asset Inspections:** The following assets were inspected and reports produced:

1. **Parish sites** –The report on the assessment of Parish sites was noted. Some minor works have been identified and recommended. A copy of the report appears as Appendix C with these Minutes in the Minute Book.

2. **Bus Shelters** – The report on the bus shelters was noted. Their general condition is assessed as good but there are some significant remedial works required to bring several bus shelters up to a satisfactory standard. It is considered that most of these works will be undertaken by the Lengthsman. A copy of the report appears as Appendix D with these Minutes in the Minute Book.

Members noted the reports and agreed to the recommended remedial works being carried out. Proposed by Cllr JW Parker, seconded by Cllr K Gawler. This was agreed unanimously.

**RESOLVED: The remedial works as recommended in both reports are to be carried out.**

16. **Queens Platinum Jubilee:** Members noted that the Parish Council have purchased 125 drinks bottles printed with the Parish Council logo and Queens Platinum Jubilee logo. These will be given out to the children of the parish at the Jubilee celebration event on 3<sup>rd</sup> June 2022. The bottles have been funded from the Chairman's allowance at a cost of £260.
17. **Amenities:** The Clerk updated members on recent amenity projects.
  - a) Dog bin replacement project: Works to replace 10 small dog bins with medium sized wheelie bins has been completed.
  - b) Work is to start in June on removing the gravel under the zip wire in the playpark and resurfacing that area. This work is necessary to prevent children removing gravel from the zip wire area and spreading it over the new playpark rubber surfacing.
  - c) Work to replace the two lighting columns in the playpark has been completed. The new columns have LED lighting.
18. **Neighbourhood Plan Briefing:** The Chair briefed members on a recent training course he had attended in relation to Neighbourhood Plans. He informed members that he will be attending a Dorset Council facilitated event in Dorchester this Friday. The event will see Cllr Walsh, DC Planning portfolio holder and senior planning officers, brief an audience of members on DC's planning processes and policies. The Parish Council discussed the pros and cons of producing a new Neighbourhood Plan. Cllr Bryan stated that the Dorset Local Plan is delayed as there are ongoing discussions with central government about a new approach. Given this and the meeting with Dorset Council planning scheduled for Friday 27<sup>th</sup> May (which the Chair will attend), it was decided to defer any decision for the time being. The Chair will report back to this committee with a summary of the event at the next meeting on 29<sup>th</sup> June 2022.
19. **Climate Change:** Members were informed that Dorset Council is currently formatting proposals that will be sent to Parish and Town Councils on how they can work out their carbon footprints. Dorset Council will then offer guidance and assistance on how these are calculated and the next steps to take to reduce them.
20. **Finance:**
  1. Members reviewed and approved the schedule of payments for April and May 2022. Copies of the schedules appear as Appendix E to these Minutes in the Minute Book. Proposed by Cllr K Gawler, seconded by Cllr A Davies. This was agreed unanimously.

**RESOLVED: To approve the schedule of payments for April and May 2022.**

2. Members reviewed and approved the bank reconciliations for end of April 2022. A copy of the reconciliations appears as Appendix F to these Minutes in the Minute Book. Proposed by Cllr A Davies, seconded by Cllr S Marshall. This was agreed unanimously.

**RESOLVED: To approve the bank reconciliations for end of April 2022.**

3. Members received and noted the report from the Internal Auditor no matters were raised.

4. Members approved the regular direct debit payments to SSE for play area lights, to Onecom for broadband provision on a monthly basis and for gas and water payments for the function room. Proposed by Cllr JW Parker, seconded by Cllr A Davies. This was agreed unanimously.

**RESOLVED: To approve the direct debit payments to SSE for the play area lights, Onecom for broadband and for utilities for the function room.**

It was requested that the Clerk investigates whether the PC is getting the best deal for the provision of its utilities.

5. Members noted receipt of the first half of the precept and further CIL funds of £27,669.22.

6. Members approved the Annual Parish Meeting Summary of accounts for 2021/2022 which would be published on the website. A copy of the summary appears as Appendix G to these Minutes in the Minute Book. Proposed by Cllr JW Parker, seconded by Cllr A Davies. This was agreed unanimously.

**RESOLVED: The Annual Parish Meeting Summary of accounts for 2021/2022 will be published on the website.**

7. Members approved the payment of the grant to the VHMC for 2022/2023 of £10,000. Proposed by Cllr A Davies, seconded by Cllr K Gawler. This was agreed unanimously.

**RESOLVED: The payment of the grant to the VHMC for 2022/2023 is approved.**

**21. Annual Return for 2021/2022 –** A Copy of the return appears as Appendix H with these Minutes in the Minute Book. It is noted that the internal audit was completed on 14<sup>th</sup> April 2022.

1. Annual Governance Statement for 2021/2022– Members considered the Annual Governance Statement and agreed unanimously with the declarations made. The Clerk and Chair to be authorised to sign Section 1, Proposed by Cllr A Davies, seconded by Cllr S Marshall.

**RESOLVED: That this Council agrees with the declarations made on the Annual Governance Statement and authorised the Chair and Clerk to sign section 1 on behalf of the Parish Council.**

2. Accounting Statements for 2021/2022 - Members agreed unanimously that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2021/2022. Proposed by Cllr K Gawler, seconded by Cllr A Davies.

**RESOLVED: That this Council agrees with the accounting statements made on their behalf and present fairly the financial position of this Parish Council, the Chair and Clerk were authorised to sign section 2.**

**22. Annual Insurance Renewal:** Council noted that they had agreed to a 5-year LTA with Zurich commencing in April 2019. Members agreed unanimously to authorise payment and accept the invitation to renew the annual insurance with Zurich Municipal for £2,495.06. Proposed by Cllr A Davies, seconded by Cllr S Marshall. This was agreed unanimously.

**RESOLVED: To renew the annual insurance with Zurich Municipal for 2022.**

The Clerk was requested to investigate the terms of the 5-year contract and report back.

**23. Planning Committee Minutes** - Members agreed to adopt the approved minutes of the following Meetings: - Planning held on 7<sup>th</sup> April 2022. Proposed by Cllr A Davies, seconded by Cllr S Marshall.

**RESOLVED: To adopt the minutes of the Planning Committee dated 7<sup>th</sup> April 2022.**

**24. Dorset Councillor Reports:** - Cllr R Bryan briefed members on the recent security breach which occurred during a Dorset Council meeting recently. Additional security is now used at DC meetings. There is a concern that future security breaches could occur at Parish or Town Councils. The Parish Councils Risk Assessment has mitigation measures in place to address this. A detailed report on Dorset Council issues will be forwarded to the Clerk in coming days.

**25. Parish Councillors' Reports:** Cllr A Davies informed members he had attended a recent DAPTC online meeting.

**26. Register of Interest Forms:** Members were respectfully reminded that it is their responsibility to regularly check and if necessary, amend their Register of Interest forms. These are available online.

**27. Exchange of information:**

1. Next meeting date is 29<sup>th</sup> June 2022. The Annual Parish Assembly is to be held on 1<sup>st</sup> June 2022 at 7pm in the Main Village Hall.
2. Councillors expressed concerns that the newly refurbished Castleman trailway was encouraging cyclists to ride at greater speed. They felt that this was putting other users of the trailway in danger. The Clerk is requested to contact the manager of outdoor services at DC and request additional signage on the trailway advising cyclists to exercise greater care and respect other users.
3. Councillors were made aware of a recent incident which was reported on social media in which youths were witnessed setting fire to some woodland and running off. Councillors are asked to be vigilant and report any such instances.
4. Councillors were made aware of some areas of Horton Road which require foliage trimming along the pavement to increase visibility and allow pedestrians to use the full width of the pavements safely. Despite one Councillor reporting this in November 2021 no action has been taken by DC. The Clerk is requested to contact DC and request the work is undertaken.
5. The Clerk briefed members on future works and will bring designs, costs and timeframes back to council for discussion and approval. The works include:
  - a) Installation of new kitchen in function room.
  - b) Installation of lights in corridor.
  - c) Enlargement of storage room in function room.
  - d) Complete redecoration of function room with vinyl wall covering.

**Chair**