

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.uk18th May 2022**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 in the Russell Room, Village Hall on **Wednesday 25th May 2022 at 7.00 pm**, to transact the business as listed on the agenda below: -

Mr Jonathan Ross, Clerk to Council

Meetings may be 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 online.

- 1. Election of Chairman of the Council for the 2022/2023 Municipal Year.**
- 2. Declaration of Acceptance of Office** - The Chairman will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Chairman.
- 3. Election of Vice-Chairman of the Council for the 2022/2023 Municipal Year.**
- 4. Declaration of Acceptance of Office** - The Vice-Chairman will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Vice-Chairman.
- 5. Proposal to Change the Term 'Chairman'**: In line with gender neutralising terms to describe positions of management, authority, or job descriptions. It is proposed to change using the term 'Chairman' to using 'Chair' or 'Chairperson'.
- 6. 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.

- 7. 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.)
- 8. Apologies:** To receive Apologies for absence
- 9. Minutes of the Parish Council Meeting held on 6th April 2022 -** To approve and adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.
- 10. Minutes of the Village Hall Management Committee for February, March and April 2022:** To note
- 11. Matters Arising:**
- 12. Appointment of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2022/2023.**
1. To confirm the appointment of Members of the Planning Committee
 2. To confirm the appointment of Parish Council representatives
- 13. Correspondence:**
- 14. Members Green Handbook - Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) – Please see the attached report.**
- 14.1 Members to resolve that no changes are required to the listed documents
- 14.2 Members to resolve to accept the amended documents as follows:
1. Risk Assessment and Risk Management Policy
 2. Assets Register
 3. Calendar of Meeting dates
 4. Standing Orders
- Note: Please replace pages 17-21 in your folder with the updated pages.
- 15. Asset Inspections:** The following assets have been inspected and reports produced:
1. **Parish sites** – To receive the inspection report on the condition of all parish sites.
 2. **Bus Shelters** – To receive the inspection report on the condition of the bus shelters.
- 16. Queens Platinum Jubilee:** Purchase of 125 drinks bottles printed with the Parish Council logo and Queens Platinum Jubilee logo to give to the children of the parish at the Jubilee celebration event. Funded from the Chairman's allowance at a cost of £260.
- 17. Amenities:** To receive recent local amenity matters
- 18. Neighbourhood Plan Briefing:** To receive a Neighbourhood Plan Briefing from Cllr JB Parker.
- 19. Climate Change:** To discuss relevant climate change issues.

20. Finance:

1. To review and approve the schedule of payments for April and May 2022.
2. To review and approve the bank reconciliation for end of April 2022.
3. To receive the report from the Internal Auditor and consider recommendations made.
4. To approve regular direct debit payments to:
 - a) SSE for play area lights
 - b) Onecom for broadband provision monthly.
 - c) Gas and water for the function room.
5. To note receipt of the first half of the precept and further CIL funds of £27,669.22.
6. Annual Parish Meeting Summary of accounts for 2021/2022 to approve for public viewing on the website.
7. VHMC Grant for 2022/2023 – Minute 70, 15 November 2021 refers, Members to authorise the payment of the grant to the VHMC for 2022/2023 of £10,000.

21. Annual Return for 2021/2022 - (Note internal audit completed on 14.04.2022)

1. Annual Governance Statement for 2021/2022– 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 2021/2022 - 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 2021/2022.

22. Annual Insurance Renewal – To receive the invitation to renew the annual insurance with Zurich Municipal at a cost of £2,495.06. The Council has a five-year insurance LTA with Zurich which commenced in April 2019. Members if minded authorising payment.

23. To adopt the approved minutes of the following Committee Meetings: - Planning held on 7th April 2022.

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

25. Parish Councillors' Reports:

26. 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 online.

27. Exchange of information: Next meeting date is 29th June 2022. The Annual Parish Assembly is to be held on 1st June 2022 at 7pm in the Main Village Hall.

Nominations for Chairman and Vice Chairman can be made on the night or before but need to be proposed and seconded.

Voting will be In accordance with Standing Order 12 and Minute 493 (24.04.13) - by Secret ballot

Nomination for Chairman of the Parish Council for 2022/2023

From Cllr I would like to propose:

Cllr **For Chairman**

Seconded by:

Nomination Vice Chairman of the Parish Council for 2022/2023

Members are reminded of Standing Order 2 (e) page 3 adopted 25.08.10 “a Vice-Chairman shall accept the expectation of being nominated as the next Chairman.”

From Cllr I would like to propose:

Cllr **For Vice Chairman**

Seconded by:
