

ST LEONARDS & ST IVES PARISH COUNCIL

Annual Meeting of the Full Council
Minutes of the Meeting Held in the Village Hall, Braeside Road,
on Wednesday 24th May 2023 at 7pm

Present: Cllr JB Parker, Chair

Cllr A Davies	Cllr JW Parker	Cllr K Gawler	Cllr M Dyer
Cllr R Bryan	Cllr S Marshall	Cllr N Hindmarch	

In attendance: Mr. Jonathan Ross, Parish Clerk

- 1. Election of Chair of the Council for the 2023/2024 Municipal Year.** Cllr B Goringe was proposed as Chair for 2023/2024, there were no other nominations. Proposed by Cllr M Dyer, seconded by Cllr A Davies. Agreed unanimously.
RESOLVED: Cllr B Goringe was elected Chair for 2023/2024. Cllr B Goringe was not present.
- 2. Declaration of Acceptance of Office.** Cllr Goringe was not present at the meeting and therefore did not complete the Declaration of Acceptance of Office. Cllr B Goringe will declare his Acceptance of Office at the next Full Council meeting on 28th June 2023.
- 3. Election of Chair for this evening's meeting.** Cllr JB Parker was proposed to act as the Chair for this meeting, in the absence of the newly elected Chair. Proposed by Cllr A Davies, seconded by Cllr K Gawler, agreed.
RESOLVED: Cllr JB Parker was elected to act as Chair for this meeting.
- 4. Election of Vice-Chair of the Council for 2023/2024 Municipal Year.** Cllr JB Parker was proposed as Vice-Chair for 2023/2024, there were no other nominations. Proposed by Cllr M Dyer, seconded by Cllr A Davies, agreed unanimously.
RESOLVED: Cllr JB Parker was elected Vice-Chair for 2023/2024.
- 5. 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 JB Parker then signed the declaration.
- 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 U Lucas, Cllr C Johnson, Cllr B Goringe and Cllr M Goringe. Members voted to accept apologies from the councillors listed. Proposed by Cllr S Marshall, seconded by Cllr K Gawler. Agreed.
RESOLVED: That the apologies from the Councillors listed were accepted.

9. Minutes of the Parish Council Meeting held on 26th April 2023. The minutes were agreed as a true and accurate record. Proposed by Cllr JW Parker, seconded by Cllr A Davies. Agreed.

RESOLVED: The minutes of the Parish Council Meeting held on 26th April 2023 were adopted.

10. Minutes of the Village Hall Management Committee for January, February, March and April 2023. These minutes were noted.

11. Matters arising from the minutes. None.

12. Appointments of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles in the green folder) for 2023/2024:

12.1. There were no changes to the membership of the Planning Committee. Members of the planning committee were confirmed as: Cllr R Bryan, Cllr A Davies, Cllr K Gawler, Cllr N Hindmarch, Cllr JB Parker, Cllr JW Parker, Cllr S Marshall, Cllr B Waugh, Cllr C Johnson.

12.2. Councillors reviewed all other appointments. An updated list of all appointments can be found at Appendix A to these minutes.

12.2.1. Cllr U Lucas resigned from her role as a Parish Councillor on 24th May 2023 and is removed from the Clerks' Committee. She has not been replaced.

12.2.2. Cllr R Bryan is replaced by Cllr JB Parker as the nominated Flood warden.

12.2.3. Office Emergency Contact appointments are removed from the list.

12.2.4. The Waste Forum appointment is removed from the list.

12.2.5. The Clerk is to check whether the two residents listed as Oaktree Park Flood wardens are still active and update the register accordingly.

12.2.6. The Clerk is to check whether the Airport Forum is still active and whether other parish councils local to the airport are still involved in the forum.

12.2.7. Reference to allotments and burial ground appointments are to be removed from the list.

13. Correspondence. An email received from a resident requesting an update on requests for Horton Road to be made safer was discussed. Plans for the installation of a pedestrian crossing close to the entrance of Moors Valley Country Park are being discussed by Dorset Council. A detailed update will be available when these plans have been finalised.

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 2023, which can be found at Appendix B to these minutes, were reviewed with no changes necessary. Proposed by Cllr A Davies, seconded by Cllr S Marshall, agreed.

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

14.2. Documents reviewed and changes agreed to the following documents.

14.2.1. Risk Assessment and Risk Management Policy.

14.2.2. Asset Register

14.2.3. Calendar of Meeting Dates.

Copies of the amended documents can be found at Appendix B to the minutes.

Proposed by Cllr JW Parker, seconded by Cllr A Davies, agreed.

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

15. East Dorset Citizens Advice. May 2023 quarterly update. This was noted.

16. Asset Inspections. The following assets were inspected and reports produced.

16.1. Parish Sites. The report on the parish sites was noted. This report can be found at Appendix C to these minutes.

16.2. Bus Shelters. The report on the bus shelters was noted. A copy of the report can be found at Appendix D to these minutes. Their general condition is assessed as good but there are some significant maintenance works required. The Clerk was tasked with establishing a cost for the remedial works and reporting back to council for approval to proceed.

17. Amenities. The Clerk reported that the new play park gate had been installed.

18. Climate Change. No issues were discussed.

19. Finance:

19.1. Payment Schedules. Members reviewed and approved the schedule of payments for May 2023. A copy of the schedule appears at Appendix E to these minutes in the minute book. Proposed by Cllr K Gawler, seconded by Cllr JW Parker. Agreed.

RESOLVED: The schedule of payments for May 2023 was approved.

19.2. Bank Reconciliations. Members reviewed and approved the bank reconciliation for April 2023. A copy of the reconciliation appears as Appendix F to these minutes in the minute book. Proposed by Cllr S Marshall, seconded by Cllr A Davies. Agreed.

RESOLVED. The bank reconciliation for April 2023 was approved.

19.3. Regular Direct Debit Payments. Members approved the regular direct debit payments to:

- 19.3.1.** SSE for the play area lights.
- 19.3.2.** Onecom for broadband provision monthly.
- 19.3.3.** Gas and water for the parish offices.

Proposed by Cllr JW Parker, seconded by Cllr J Bryan, agreed.

RESOLVED: To approve the direct debit payments to SSE, Onecom, and utilities for the parish offices.

19.4. Precept Payment. Members noted receipt of the first half of the precept £52,543.00.

19.5. VHMC Grant for 2023/2024. Members approved the payment of the £10,000 grant to the VHMC for 2023/2024. Proposed by Cllr S Marshall, seconded by Cllr N Hindmarch, agreed.

RESOLVED: Payment of the grant of £10,000 to the CHMC for 2023/2024 is approved.

19.6. Renewal of DAPTC Annual Membership. Members approved the renewal of the DAPTC annual membership at a cost of £1270.24. Proposed by Cllr N Hindmarch, seconded by Cllr JW Parker, agreed.

RESOLVED: Members approved the renewal of the DAPTC Annual Membership at a cost of £1270.24.

20. Annual Governance and Accountability Return (AGAR) for 2022/2023. A copy of the return can be found at Appendix G to these minutes. It is noted that the Internal Audit was completed on 9th May 2023 and the AGAR signed off by the auditor.

20.1. Annual Governance Statement for 2022/2023. Members considered the Annual Governance Statement and agreed unanimously with the declarations made. The Clerk and Chair were authorised to sign Section 1. Proposed by Cllr K Gawler, seconded by Cllr JW Parker, agreed.

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 Council.

20.2. Accounting Statement for 2022/2023. Members agreed unanimously that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2022/2023. Proposed by Cllr A Davies, seconded by Cllr R Bryan, agreed.

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

20.3. Conflict of Interest with BDO LLP. Members considered and formally resolved that those members present (except Cllr R Bryan) do not have any conflict with BDO LLP. Cllr R Bryan requested further time to check whether he has any conflicts of interest. The Clerk will bring this item back to

council to confirm that those Councillors absent do not have any conflicts. Proposed by Cllr A Davies, seconded by Cllr S Marshall, agreed.

RESOLVED: Members resolved that those present (except Cllr R Bryan) do not have any conflict of interest with BDO LLP.

21. Annual Insurance Renewal. Members noted that they have a 5-year LTA with Zurich Municipal which commenced in 2019. Members approved payment of the annual insurance renewal at a cost of £2,873.55. The Clerk informed members that he will be seeking insurance quotes for the next financial year. Proposed by Cllr K Gawler, seconded by Cllr R Bryan, agreed.

RESOLVED: To renew the annual insurance with Zurich Municipal at a cost of £2,873.55.

22. Planning Committee Minutes. Members approved adoption of the following Planning Committee minutes held on 28th April 2022, 19th May 2022, 9th June 2022, 30th June 2022, 11th August 2022, 1st September 2022, 29th September 2022, 13th October 2022, 3rd November 2022, 24th November 2022, 15th December 2022, 5th January 2023, 26th January 2023, 16th February 2023, 9th March 2023, 30th March 2023, 20th April 2023 and 11th May 2023. Proposed by Cllr A Davies, seconded by Cllr S Marshall, agreed.

RESOLVED: To adopt the minutes of the planning meetings as listed.

23. Dorset Councillor Reports. Reports were presented by Cllrs R Bryan and B Goringe. These can be found at Appendix H to these minutes.

24. Brief Reports from Dorset Council Members. Members received a joint report on Dorset Council business from Cllr B Goringe. A copy of which can be found at Appendix C in the minute book.

25. Parish Councillor Reports. None.

26. Register of Interest Forms. Members were reminded that it is their responsibility to keep their register of interest forms up to date. They are available online.

27. Exchange of Information.

27.1. The Annual Parish Assembly is to be held on Wednesday 31st May 2023. It was agreed that Cllr A Davies will present the Council's Annual report due to the absence of the Chair and Vice-Chair.

27.2. Next meeting of Full Council is on Wednesday 28th June 2023.

Meeting finished at 9pm

Chair