

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.uk11th May 2023**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 24th May 2023 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 Chair of the Council for the 2023/2024 Municipal Year.**
- 2. Declaration of Acceptance of Office** - The Chair will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Chair.
- 3. Election of Vice-Chair of the Council for the 2023/2024 Municipal Year.**
- 4. Declaration of Acceptance of Office** - The Vice-Chair will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Vice-Chair.
- 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 26th April 2023** - To approve and adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.
- 9. Minutes of the Village Hall Management Committee for January, February, March and April 2023:** To note
- 10. Matters Arising:**
- 11. Appointment of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2023/2024.**
- 11.1. To confirm the appointment of Members of the Planning Committee.
11.2. To confirm the appointment of Parish Council representatives.
- 12. Correspondence:** Email received from a resident requesting an update on requests for Horton Road to be made safer.
- 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 to resolve that no changes are required to the listed documents.
13.2 Members to resolve to accept the amended documents as follows:
1. Risk Assessment and Risk Management Policy
 2. Asset Register
 3. Calendar of Meeting dates
- 14. East Dorset Citizens Advice – May 2023 Quarterly update.** Update has been sent to members.
- 15. Asset Inspections:** The following assets have been inspected and reports produced:
- 15.1 Parish sites – To receive the inspection report on the condition of all parish sites.
15.2 Bus Shelters – To receive the inspection report on the condition of the bus shelters.
- 16. Amenities:** To receive recent local amenity matters
- 17. Climate Change:** To discuss relevant climate change issues.
- 18. Finance:**
1. To review and approve the schedule of payments for May 2023.
 2. To review and approve the bank reconciliation for end of April 2023.
 3. 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 parish offices room.
- 4. To note receipt of the first half of the precept £52,543.00.
- 5. **VHMC Grant for 2023/2024** – Members to authorise the payment of the grant to the VHMC for 2023/2024 of £10,000. Minute 112.1, 29th September 2022 refers.
- 6. **Renewal of DAPTC Annual Membership**. Members if minded, to approve renewal of the annual membership of DAPTC at a cost of £1270.24.

19. Annual Governance and Accountability Return (AGAR) for 2022/2023

- 1. Internal Audit completed on 9th May 2023 and AGAR signed off by auditor. Noted.
- 2. Annual Governance Statement for 2022/2023– Members to consider the Annual Governance Statement and if minded resolve that the Council agrees with the declarations made. The Clerk and Chair to be authorised to sign Section 1.
- 3. Accounting Statements for 2022/2023 - Members if minded to resolve that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2022/2023.
- 4. Conflict of Interest with BDO LLP – Members to consider and formally resolve if they have any conflict of Interest with BDO LLP. If any individual has a conflict of interest this must be detailed, if none this needs to be confirmed.

20. Annual Insurance Renewal – To receive the invitation to renew the annual insurance with Zurich Municipal at a cost of £2,873.55. The Council has a five-year insurance LTA with Zurich which commenced in April 2019. Members if minded authorising payment.

21. To adopt the approved minutes of the following Committee Meetings: -

Planning 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.

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

23. Parish Councillors' Reports:

24. 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.

25. Exchange of information: Next meeting date is 28th June 2023. The Annual Parish Assembly is to be held on 31st May 2023 at 7pm in the Main Village Hall.

Nominations for Chair and Vice Chair 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)

Nomination for Chair of the Parish Council for 2023/2024

From Cllr I would like to propose:

Cllr **For Chair**

Seconded by:

Nomination Vice Chair of the Parish Council for 2023/2024

From Cllr I would like to propose:

Cllr **For Vice Chair**

Seconded by:
