

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 22nd May 2024 at 7pm

Present: Cllr B Goringe, Chair

Cllr A Davies	Cllr JB Parker	Cllr S Cousins	Cllr M Dyer
Cllr T Monkcom	Cllr S Marshall	Cllr N Hindmarch	Cllr B Waugh
Cllr N Reeder			

In attendance: Mr. Jonathan Ross, Parish Clerk

- 1. Election of Chair of the Council for the 2024/2025 Municipal Year.** Cllr B Goringe was proposed as Chair for 2024/2025, there were no other nominations. Proposed by Cllr JB Parker, seconded by Cllr M Dyer. Agreed unanimously.
RESOLVED: Cllr B Goringe was elected Chair for 2024/2025.
- 2. Declaration of Acceptance of Office.** The Chair read out the declaration to accept the office of Chair and abide by the declaration. Cllr B Goringe then signed the declaration.
- 3. Election of Vice-Chair of the Council for 2024/2025 Municipal Year.** Cllr N Reeder was proposed as Vice-Chair for 2024/2025, there were no other nominations. Proposed by Cllr A Davies, seconded by Cllr N Hindmarch, agreed unanimously.
RESOLVED: Cllr N Reeder was elected Vice-Chair for 2024/2025.
- 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 N Reeder then signed the declaration.
- 5. Public Open Forum:** No public attended the meeting.
- 6. Pecuniary Interests:** No pecuniary interests were declared.
- 7. Apologies:** Apologies were received from: Cllr C Johnson.
- 8. Minutes of the Parish Council Meeting held on 24th April 2024.** The minutes were agreed as a true and accurate record. Proposed by Cllr JB Parker, seconded by Cllr A Davies. Agreed.
RESOLVED: The minutes of the Parish Council meeting held on 24th April 2024 were adopted.
- 9. Minutes of the Village Hall Management Committee for January, February, March 2024.** These minutes were noted.

10. Matters arising from the previous minutes. None.

11. Appointments of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts for 2024/2025:

- 11.1.** There was one change to the membership of the Planning Committee. Cllr T Monkcom is added. Members of the planning committee are confirmed as: Cllr T Monkcom, Cllr A Davies, Cllr N Hindmarch, Cllr JB Parker, Cllr JW Parker, Cllr S Marshall, Cllr B Waugh, Cllr C Johnson.
- 11.2.** Councillors reviewed all other appointments. An updated list of all appointments can be found at Appendix A to these minutes.
- 11.2.1. Cllr R Bryan and Cllr K Gawler left the parish council and are removed from the committees they sat on.
- 11.2.2. Cllr B Waugh and Cllr JB Parker to be added as authorised financial signatories.
- 11.2.3. Cllr S Marshall and Cllr B Waugh to be added to the Reserves Committee.
- 11.2.4. Cllr S Cousins to be added as a GDPR representative.
- 11.2.5. Cllr JB Parker is removed as flood warden. Post remains vacant.
- 11.2.6. Airport Forum to consist of Cllr N Hindmarch, Cllr JB Parker and Cllr B Goringe.
- 11.2.7. Cllr JB Parker to be removed as Footpath/Rights of Way representative. Post remains vacant.

12. Correspondence. The PC received the Citizens Advice in East Dorset and Purbeck May 2024 Quarterly Newsletter.

13. Parish Council Documents – Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j). Members reviewed the documents which are held online.

- 13.1.** The documents listed in the Annual Review of the Governance Documents and Policies of the Council 2024, which can be found at Appendix B to these minutes, were reviewed with no changes necessary. Proposed by Cllr A Davies, seconded by Cllr JB Parker, agreed.
RESOLVED: To accept the list of documents requiring no change.

- 13.2.** Documents reviewed and changes agreed to the following documents.
- 13.2.1. Risk Assessment and Risk Management Policy.
- 13.2.2. Asset Register
- 13.2.3. Policy No 2. Financial Regulations. New Model Financial Regulations were produced by NALC in April 2024. Members discussed specific financial amounts included within the document and agreed to amend these amounts to suit the Parish Council's business processes.
- 13.2.4. Policy No 17. Social Media Policy.

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

Proposed by Cllr N Reeder, seconded by Cllr A Davies, agreed.

RESOLVED: To accept the documents that required changes and to accept the amendments to the new Model Financial Regulations as agreed by council.

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

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

14.2. Bus Shelters. The report on the bus shelters was noted. A copy of the report can be found at Appendix E to these minutes. Their general condition is assessed as good but there are four that are in very poor condition and are recommended for removal. Members agreed that the four recommended for removal due to their poor condition should be removed.

RESOLVED: Members approved the removal of the four bus shelters listed as recommended for removal in the report.

15. General Power of Competence (GPC). Members approved the recommendation that the parish council continues to adopt the General Power of Competence (GPC). Proposed by Cllr S Cousins, seconded by Cllr S Marshall. Agreed.

RESOLVED: Members approved the parish council continuing to adopt the General Power of Competence (GPC).

16. Clerks Report. The Clerk updated members on the six CIL projects.

16.1. Communications Board in the Playpark. Board is installed, project complete.

16.2. Defibrillator. The defibrillator is installed on the One Stop wall and has been added to 'The Circuit'. Project complete.

16.3. Signpost at the entrance to the Village Hall complex. The signpost has been erected. Project complete.

16.4. Additional SIDs. Two new SIDs have been ordered. Agreement on their exact location on The Service Road and Hurn Lane is to be discussed with Dorset Council.

16.5. Bus Shelters for school children. No further work done.

16.6. Orchard and wildflower meadow in Braeside Copse. A wildflower meadow is to be created by allowing grass to grow longer in one area and existing wildflowers encouraged to grow. Further seeding may be required. Six apple trees to be purchased and planted in the Autumn.

17. Finance:

17.1. Payment Schedules. Members reviewed and approved the schedule of payments for April 2024. A copy of the schedule appears at Appendix F to

these minutes in the minute book. Proposed by Cllr A Davies, seconded by Cllr JB Parker. Agreed.

RESOLVED: The schedule of payments for April 2024 was approved.

- 17.2. Bank Reconciliations.** Members reviewed and approved the bank reconciliation for April 2024. A copy of the reconciliation appears as Appendix G to these minutes in the minute book. Proposed by Cllr S Marshall, seconded by Cllr M Dyer. Agreed.

RESOLVED. The bank reconciliation for April 2024 was approved.

- 17.3. Regular Direct Debit Payments.** Members approved the regular direct debit payments to:

- 17.3.1.** SSE for the play area lights.
- 17.3.2.** Onecom for broadband provision monthly.
- 17.3.3.** Gas and water.
- 17.3.4.** Information Commissioners Office, Data Protection annual fee.

Proposed by Cllr JB Parker, seconded by Cllr S Cousins, agreed.

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

- 17.4. Precept Payment.** Members noted receipt of the first half of the precept £53,591.00

- 17.5. Annual Budget Report.** Members noted the annual budget report.

- 17.6. VHMC Grant for 2024/2025.** Members approved the payment of a £11,500 grant to the VHMC for 2024/2025. Proposed by Cllr A Davies, seconded by Cllr N Reeder, agreed.

RESOLVED: Payment of a grant of £11,500 to the VHMC for 2024/2025 is approved.

- 18. Annual Governance and Accountability Return (AGAR) for 2023/2024.** A copy of the return can be found at Appendix H to these minutes. It is noted that the Internal Audit was completed on 9th May 2024 and the AGAR signed by the auditor.

- 18.1. Annual Governance Statement for 2023/2024.** 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 JB Parker, seconded by Cllr N Reeder, agreed.

RESOLVED: That this Council agrees with the declarations made on the Annual Governance Statement for 2023/2024 and authorised the Chair and Clerk to sign Section 1 on behalf of the Council.

- 18.2. Accounting Statement for 2023/2024.** Members agreed unanimously that the accounting statements present fairly the financial position of the Council and its receipts and payments for the financial year 2023/2024. Proposed by Cllr S Marshall, seconded by Cllr S Cousins, 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

19. Annual Insurance Renewal. Members noted that the 5-year LTA with Zurich Municipal which commenced in 2019 has come to an end. Members considered the four quotes received from insurance companies for the renewal of the PCs insurance. They were:

Parish Protect – Ansvar	£2,447.94
Zurich (current supplier)	£3,091.04
Clear Councils – Aviva	£3,300.16
Gallagher – Hiscox	£4,723.33

Members approved awarding the annual insurance renewal to Parish Protect – Ansvar for at a cost of £2,447.94. This insurance is for a one-year period. Proposed by Cllr JB Parker, seconded by Cllr S Marshall, agreed.

RESOLVED: To award the annual insurance renewal to Parish Protect – Ansvar at a cost of £2,447.94 for one year.

20. Planning Committee Minutes. Members approved adoption of the following Planning Committee minutes held on 25th April 2024. Proposed by Cllr A Davies, seconded by Cllr S Marshall, agreed.

RESOLVED: To adopt the minutes of the planning meeting held on 25th April 2024.

21. Dorset Councillor Reports. A report was presented by Cllr B Goringe together with a list of the new portfolio holders for Dorset Council. These can be found at Appendix I to these minutes.

22. Parish Councillor Reports. Cllr M Dyer presented a report to members on traffic issues in West Moors. This was a report he had previously presented to West Moors Town Council on 25th April 2024. He considered it would be of interest to members. The report can be found in Appendix J to these minutes.

23. Register of Interest Forms. The Clerk informed members that they will need to complete new Register of Interest Forms. He will arrange for a link to be sent to all members. This will give them access to the ROI online account. They will then be able to complete their ROI forms electronically.

24. Exchange of Information.

24.1. The Annual Parish Assembly is to be held on Wednesday 29th May 2024 in the Village Hall. The PCC David Sidwick and a representative from the neighbourhood policing team will be in attendance.

24.2. Next meeting of Full Council is on Wednesday 26th June 2024.

Meeting finished at 9pm

Chair