

NETLEY MARSH PARISH COUNCIL

Councillors are summoned to attend the Annual Council Meeting of Netley Marsh **PARISH COUNCIL to be held on**

Wednesday 5th May 2021 at **6.00 pm** online via zoom

The meeting will be followed by a Planning meeting (at 6.30 pm approx) and subsequently by the normal Parish Council meeting (at 6.45 pm approx)

Heather Lawrence
Clerk to the Council
29th April 2021

AGENDA

1. To appoint a chairman for the year 2021/22
2. To witness the declaration of acceptance of office by the chairman
3. To receive Apologies for absence and consider acceptance of any reasons given
4. To receive Declarations of interest
5. To appoint a Vice Chairman for the year 2021/22
6. To witness the declaration of acceptance of office by the vice-chairman
7. To Review Terms of Reference for Committees – see appendix I
8. To appoint representatives of the Council on other bodies

Appointment title	Representative 2020-2021	Representative 2021-2022
Parish Flooding Committee	Cllr Mrs B Babey and Cllr L Puttock	
Editor Parish Magazine – Outlook	Tina Vine	
Citizens Advice Bureau	Cllr J Shaw	
New Forest Consultative Committee	1 st Cllr T Cook & 2 nd Cllr S Merrill	
New Forest District Association of Local Councils	Cllr Welbourn and Cllr Puttock	
Hampshire Archives Trust	Cllr M Welbourn	
New Forest Council of Community Service	Cllr L Puttock	
Tree Warden (Parish Warden (Parish Level watching brief)	Cllr M Welbourn Cllr D Antrobus	
Testwood Lakes	Cllr L Puttock and Cllr D Antrobus	
Footpaths (2 representatives)	Cllr T Cook Cllr D Antrobus	
Woodlands Community Hall Committee	Cllr J Shaw	
Planning Committee (4)	Cllr D Antrobus, Cllr T Cook, Cllr Merrill and Cllr J Shaw	
Lengthsman scheme monitor	Cllr M Welbourn Cllr B Babey	

New Forest Transport Forum	Mrs Shareen Barnett	
Bartley Village Hall Committee	Cllr B Babey	

9. To consider and approve Standing Orders 2018: (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)
10. To review the effectiveness of internal audit – is the internal audit: • Independent. Competent, is the auditor related to any member or officer of the council. Does the auditor plan and report to Council in a satisfactory manner.
11. Deeds – all held at Hampshire Record Office
12. To Review the inventory of land and assets (last item on accounts spreadsheet)
13. To Review the insurance cover
14. To review the financial regulations (2020)
15. To consider the payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection
16. To Review Complaints procedure, requests under FOI and Data Protection Acts available under Policies on the website)
17. To review the financial and other risk assessments
18. To review staff **policies and** recruitment and appointment procedures
 - a. NALC contract and terms)
 - b. Clerk - HL -LCI- point 9 on the scale – Assistant Clerk/RFO RC LCI – Point 12
 - c. Following the decision made at the October 2019 meeting, to confirm raising the Clerk to point 10
19. To confirm 2022 is the start of a new period for re-enrollment of pension arrangements
20. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972.
21. To Review policy on dealing with press/media –this will be considered in July 2021
22. To confirm the scheme of delegation as agreed at the April 2021 meeting
23. To consider the Calendar of Meetings – Appendix 2
24. To consider what time meetings will take place
25. To confirm the date and time of Annual Parish Assembly 1 April 2022 7pm
26. To remind members to update their Register of Interests
27. To determine the Chairman’s allowance for the year
28. To Appoint the independent and competent Internal for the Auditor 2021-2020 accounts

Internal Auditor currently
John K. Murray, DMS., FCPFA
Taxation & Accountancy Services
9 Burley Road
Winchester, SO22 6LJ

Appendix I

Planning Committee Terms of Reference

PLANNING COMMITTEE TERMS OF REFERENCE	
Members	Cllr Antrobus, Cllr Shaw, Cllr Merrill, Cllr Cook + Cllr Welbourn (as chairman of the council)
Purpose of the committee	To consider and comment on Planning Applications relating to land and buildings with the parish. The parish council is a consultee of the New Forest National Park Authority and New Forest District Council. To consider any other matters relating to Planning
Terms of Reference	<p>The planning committee meeting is held immediately prior to the Parish Council Meeting.</p> <p>Following either a site visit or review of the applications to be consider the planning committee should prepare and circulate a report to the councillors and clerk. The report should be sent by the Friday prior to the meeting and it should give recommendations of how they believe the Parish Council should respond.</p> <p>To consider NFNPA & NFDC planning applications relating to land and buildings within the parish.</p> <p>The clerk will submit the parish council's recommendations and comments to the relevant planning officers at NFNPA or NFDC within the consultation period.</p> <p>Comments will fall within the five categories: -</p> <ol style="list-style-type: none"> 1. We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the NFDC/NFNPA Authority's Officers under their delegated powers. 2. We recommend REFUSAL, for the reasons listed below, but would accept the decision reached by the NFDC/NFNPA Authority's Officers under their delegated powers. 3. We recommend PERMISSION, for the reasons listed below. 4. We recommend REFUSAL, for the reasons listed below. 5. We are happy to accept the decision reached by the NFDC/NFNPA Authority's Officers under their delegated powers. <p>The planning committee will also consider any further requests from planning officers and wherever possible attend the local authority planning committee meeting if a parish application is due to be decided on.</p>
Delegated Powers	<p>Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members.</p> <p>Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application.</p> <p>Responses sent to the Planning Authority will be considered for ratification at the September Parish Council meeting.</p>
Quorum	Minimum of three

Flooding Committee:

The Committee will review all matters pertaining to flooding in the Netley Marsh Parish Council area;

The Chairman of the Committee will be elected by the Committee at its first meeting in the year

All matters involving finance must be **recommended** to the full meeting of the Parish Council for approval

Policy on dealing with press/media, update to be considered at the July 2021 meeting

Appendix 2 Calendar of meetings: 2021 – 2022 see below

2021/22 meetings – 3rd Wednesday except August (no meeting) and December (2nd Wednesday)

2021	2022
16 June	19 January
21 July	16 February
August only if necessary	16 March
15 September	1 April APM
20 October	20 April
17 November	18 May
8 December 2nd Wednesday	15 June
	20 July
	August no meeting
	21 September
	19 October
	16 November
	14 December 2nd Wednesday