

Minutes of the Annual meeting of Netley Marsh Parish Council held via zoom on Wednesday 5 May 2021

Present: Cllr Welbourn, (Chairman), Cllr Antrobus (Vice Chairman), Cllr Babey, Cllr Cook, Cllr Merrill, and Cllr Shaw.

In attendance: the Parish Clerk and the RFO/Clerks Assistant:

1. **Welcome**

Cllr Welbourn welcomed Councillors and Members of the Public to the meeting

2. **Appointment of Chairman** for the year 2021/22 Cllr Welbourn was proposed Cllr Antrobus Seconded Tim Cook and agreed

3. The declaration of acceptance of office by the chairman will be signed in front of the Clerk on 7 May.

4. **Apologies** for absence had been received from - Cllr Puttock, PCSO Richard Williams, Cllr Penman, Cllr Reilly. Richard Taylor and Cllr Tipp

5. **Appointment of Vice Chairman** for the year 2021/22 Cllr Derek Antrobus, proposed by Cllr Cook, seconded by Cllr Welbourn.

The declaration of acceptance of office by the vice-chairman will be signed in front of the Clerk on 7 May.

6. **Review of Terms of Reference for Committees** – see appendix I - agreed

7. **Appointment of representatives** of the Council on other bodies – the following appointments were made

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

Testwood Lakes	Cllr L Puttock and Cllr D Antrobus	Cllr L Puttock and Cllr D Antrobus and Cllr T Cook
Footpaths (2 representatives)	Cllr B Babey Cllr T Cook	Cllr B Babey Cllr T Cook
Woodlands Community Hall Committee	Cllr J Shaw	Cllr J Shaw
Planning Committee (4)	Cllr D Antrobus, Cllr T Cook, Cllr Merrill and Cllr J Shaw	Cllr D Antrobus, Cllr T Cook, Cllr S Merrill and Cllr J Shaw
Lengthsman scheme monitor	Cllr M Welbourn Cllr B Babey	Cllr M Welbourn Cllr B Babey
New Forest Transport Forum	Mrs Shareen Barnett	Mrs Shareen Barnett
Bartley Village Hall Committee	Cllr B Babey	Cllr B Babey

8. Standing Orders 2018 were considered and approved (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)
9. The effectiveness of internal audit was considered, it was agreed it was• Independent, competent, the auditor is not related to any member or officer of the council and plans and reports to Council in a satisfactory manner.
10. Deeds – all held at Hampshire Record Office, noted.
11. The inventory of land and assets was considered and noted. (last item on accounts spreadsheet)
12. The insurance cover was reviewed and agreed as satisfactory.
13. The financial regulations (2020) were noted and agreed.
14. The payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection was agreed.
15. The Complaints procedure, policies for requests under FOI and Data Protection Acts were reviewed and agreed. (available under Policies on the website) – agreed to review DP policy regarding holding of personal names and contact information. Cllr Shaw will provide an updated list of Outlook deliverers. A review of Outlook advertisers will be undertaken.
16. The financial and other risk assessments were reviewed and agreed.
17. The staff **policies and** recruitment and appointment procedures were agreed as follows
 - a. NALC contract and terms
 - b. Clerk - HL -LCI- point 10 on the scale as agreed at the October 2019 meeting
 - c. Assistant Clerk/RFO RC LCI – Point 12
18. It was noted that 2022 is the start of a new period for re-enrollment of pension arrangements
19. The Council’s expenditure incurred under s.137 of the Local Government Act 1972 was reviewed and noted as nil.
20. Policy on dealing with press/media was agreed to be considered in July 2021
21. The scheme of delegation as agreed at the April 2021 meeting was confirmed.
22. The Calendar of Meetings for 2021-22 was agreed – Appendix 2

23. The time meetings will take place was agreed as - on Zoom Planning at 7pm, with 7.15pm main meeting or if in the hall 7.15 Planning and 7.30 main meeting.
24. The date and time of Annual Parish Assembly was agreed as 1 April 2022 7pm
25. Members were reminded to update their Register of Interests.
26. The Chairman's allowance for the year was agreed as £100.00 proposed Cllr Cook and seconded Cllr Antrobus.
27. The independent and competent Internal for the Auditor 2021-2022 accounts was agreed as John K. Murray, DMS., FCPFA Taxation & Accountancy Services 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	The planning committee meeting is held immediately prior to the Parish Council Meeting. 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. To consider NFNPA & NFDC planning applications relating to land and buildings within the parish. The clerk will submit the parish council's recommendations and comments to the relevant planning officers at NFNPA or NFDC within the consultation period. Comments will fall within the five categories: - <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.

	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.
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. 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

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

2021	2022
16 June to be confirmed	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