

NETLEY MARSH PARISH COUNCIL

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

Wednesday 17th May 2023 **7.15pm** at **Woodlands Community Hall**.

The meeting will be followed by a Planning meeting (7.30pm approximately) and followed by the Parish Council meeting (at 7.45pm approximately)

Heather Lawrence
Clerk to the Council
11th May 2023

AGENDA

1. To appoint a chairman for the year 2023/24
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 2023/24
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 consider any committees or working groups to be created
9. To appoint committees and representatives of the Council on other bodies

Appointment title	Representative 2022-2023	Representative 2023-2024
Parish Flooding Committee	Cllr B Babey and Cllr T Haysom	
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 M Welbourn	
Hampshire Archives Trust	Cllr M Welbourn	
New Forest Council of Community Service	VACANCY	
Tree Warden (Parish Warden (Parish Level watching brief)	Cllr M Welbourn	
Testwood Lakes	Cllr T Haysom	
Footpaths (2 representatives)	Cllr T Cook and Cllr T Haysom	
Woodlands Community Hall Committee	Cllr J Shaw	
Planning Committee (4)	Cllr T Cook, Cllr Welbourn Cllr Merrill and Cllr J Shaw	

Lengthsman scheme monitor	Cllr M Welbourn & Cllr Babey	
New Forest Transport Forum	Mrs Shareen Barnett	
Bartley Village Hall Committee	Cllr B Babey	

10. To consider and approve Standing Orders 2018: (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)
11. 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.
12. Deeds – all held at Hampshire Record Office
13. To Review the inventory of land and assets (last item on accounts spreadsheet)
14. To Review the insurance cover
15. To review the financial regulations
16. To consider the payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection
17. To Review Complaints procedure, requests under FOI and Data Protection Acts available under Policies on the website)
18. To review the financial and other risk assessments
19. To review staff policies and recruitment and appointment procedures
 - a. NALC contract and terms
 - b. Clerk - HL -LCI - increase to point 12 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 12
20. Declaration of Eligibility for General Power of Competence
21. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
22. To review the scheme of delegation policy
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 for 2024
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 2023-2024 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 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 Chairman of the Committee will be elected by the committee and the first meeting of the year. 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: - 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	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. Responses sent to the Planning Authority will be considered for ratification at the September Parish Council meeting.

Quorum	Minimum of three
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Flooding Committee Terms of Reference:

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: 2023 – 2024 see below

2023/24 meetings – 3rd Wednesday except August (no meeting) and December (2nd Wednesday)

2023	2024
21 June	17 January
19 July	21 February
August only if necessary	20 March
20 September	tbc April APM
18 October	17 April
15 November	15 May
13 December 2nd Wednesday	19 June
	17 July
	August no meeting
	18 September
	16 October
	20 November
	11 December 2nd Wednesday