

Minutes of the Annual meeting of Netley Marsh Parish Council held at Netley Marsh
Community Hall on Wednesday 17 May 2023

Present: Cllr Welbourn, (Chairman), Cllr Cook (Vice Chairman), Cllr Haysom, Cllr Johnstone, Cllr Merrill, and Cllr Shaw.

In attendance: Cllr Reilly, Cllr Tipp (NFDC) two members of the public, the Parish Clerk and the RFO/Clerks Assistant:

1. **Welcome**

Cllr Welbourn welcomed Councillors and Members of the Public to the meeting
Six Councillors had signed their declaration of acceptance of office prior to the meeting. Cllr Babey was on holiday and it was agreed that she could submit her declaration of acceptance of office prior to the June Parish Council meeting.

2. **Appointment of Chairman** for the year 2023/24 Cllr Welbourn was proposed Cllr Cook Seconded Cllr Merrill and agreed

3. The declaration of acceptance of office by the chairman was signed in front of those present.

4. **Apologies** for absence had been received from - Cllr Babey

5. **Declarations of Interest** – there were none.

6. **Appointment of Vice Chairman** for the year 2023/24 Cllr Cook, proposed by Cllr Welbourn seconded by Cllr Shaw and agreed.

7. The declaration of acceptance of office by the vice-chairman was signed in front of those present.

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

The addition of the committee to review the Conservation Area was agreed, members are Cllr Cook (Chair), Cllr Haysom, Cllr Merrill and Cllr Shaw. Terms of reference to be an item on the next agenda.

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

Appointment title	Representative 2022-2023	Representative 2023-2024
Parish Flooding Committee	Cllr B Babey and Cllr T Haysom	These matters are now dealt with by the whole Council not a committee. The terms of reference will be removed.
Editor Parish Magazine – Outlook	Tina Vine	Retiring, a new editor is being sought.
Citizens Advice Bureau	Cllr J Shaw	Cllr J Shaw Clerk to contact CAB to ensure they have Cllr Shaw as the NMPC rep.
New Forest Consultative Committee	1st Cllr T Cook & 2nd Cllr S Merrill	1st Cllr T Cook & 2nd Cllr S Merrill

New Forest District Association of Local Councils	Cllr Welbourn	Cllr M Welbourn
Hampshire Archives Trust	Cllr M Welbourn	Cllr M Welbourn
New Forest Council of Community Service	Vacancy	Clerk to contact Community First New Forest to clarify the role of a Parish Council rep on the organisation.
Tree Warden (Parish Warden (Parish Level watching brief)	Cllr M Welbourn	Cllr M Welbourn
Testwood Lakes	Cllr T Haysom	Cllr T Haysom
Footpaths (2 representatives)	Cllr T Cook and Cllr T Haysom	Cllr T Cook and Cllr T Haysom
Woodlands Community Hall Committee	Cllr J Shaw	Cllr J Shaw is now an elected Trustee. Cllr A Johnstone will be the NMPC representative.
Planning Committee (4)	Cllr T Cook, Cllr S Merrill, Cllr J Shaw and Cllr M Welbourn	Cllr T Cook, Cllr Haysom, Cllr S Merrill, Cllr J Shaw and Cllr M Welbourn
Lengthsman scheme monitor	Cllr M Welbourn Cllr B Babey	Cllr B Babey Cllr A Johnston
New Forest Transport Forum	Mrs Shareen Barnett	Mrs Shareen Barnett
Bartley Village Hall Committee	Cllr B Babey	Cllr B Babey is a Trustee, this to be an item on the next agenda.

10. Standing Orders 2018 were considered and approved (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)
11. 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.
12. Deeds – all held at Hampshire Record Office, noted.
13. The inventory of land and assets was considered and noted. (last item on accounts spreadsheet)
14. The insurance cover was reviewed and agreed as satisfactory.
15. The financial regulations (2020) were noted and agreed.
16. The payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection was agreed.

17. The Complaints procedure, policies for requests under FOI and Data Protection Acts were reviewed and agreed. (available under Policies on the website)
18. The financial and other risk assessments were reviewed and agreed with additions for various street furniture items.

The staff **policies and** recruitment and appointment procedures were agreed as follows

- a. NALC contract and terms
 - b. Clerk - HL – increase from June 2023 pay, to LCI- point 12 on the scale as agreed at the October 2019 meeting
 - c. Assistant Clerk/RFO RC LCI – Point 12
19. It was noted that 2022 was the start of a new period for re-enrollment of pension arrangements. Both the Clerk and the RFO confirmed they did not wish to be enrolled in a pension scheme.
 20. The eligibility of Netley Marsh PC to declare its General Power of Competence was agreed.
 21. The Council's expenditure incurred under s.137 of the Local Government Act 1972 was reviewed and noted consisting of grants to CAB, RBL etc.
 22. The scheme of delegation as agreed at the April 2021 meeting was confirmed.
 23. The Calendar of Meetings for 2023-24 was agreed – Appendix 2
 24. The time meetings will take place was agreed 7.15pm Planning, main meeting 7.45.
 25. The date and time of Annual Parish Assembly was agreed as 26 April 2024 7pm
 26. Six Councillors have completed and returned to the clerk their register of interest forms with Cllr Babey's form still outstanding.
 27. The Chairman's allowance for the year was agreed as £100.00 proposed Cllr Cook and seconded Cllr Merrill.
 28. The independent and competent Internal for the Auditor 2023-2024 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 Shaw, Cllr Merrill, Cllr Haysom, 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 within 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

Flooding – The full Council will:

Review all matters pertaining to flooding in the Netley Marsh Parish Council area;

Appendix 2 Calendar of meetings: 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	26 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

Signed:

date: 21 June 2023