

NETLEY MARSH PARISH COUNCIL

Councillors are summoned to attend the Annual Council Meeting of Netley Marsh Parish Council to be held on

Wednesday 15th May 2024 **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

9th May 2024

AGENDA

1. To appoint a chairman for the year 2024/25
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 2024/25
6. To witness the declaration of acceptance of office by the vice-chairman
7. To consider all existing and any new committees and working groups for 2024/25
8. To Review Terms of Reference for Committees – see appendix I
9. To appoint committees and representatives of the Council on other bodies

Appointment title	Representative 2023-2024	Representative 2024-2025
Editor Parish Magazine – Outlook	Tina Vine From Winter 23 edition – Parish Clerk	
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	
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 A Johnstone	
Planning Committee (4)	Cllr T Cook, Cllr Welbourn Cllr Merrill and Cllr J Shaw	
Lengthsman scheme monitor	Cllr B Babey & Cllr A Johnstone	

New Forest Transport Forum	Mrs Shareen Barnett	
Bartley Village Hall Committee	Cllr B Babey (is a trustee)	

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 and donation to RBL/wreath.
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- 16 on the new scale – RFO/Assistant Clerk – RC LCI - 16
20. To confirm 1 May – 31st October is period for re-enrolment of pension arrangements
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 review the Press and Media policy
24. To consider the Calendar of Meetings – Appendix 2
25. To consider what time meetings will take place
26. To confirm the date and time of Annual Parish Meeting for 2025
27. To remind members to update their Register of Interests
28. To determine the Chairman's allowance for the year
29. To Appoint the independent and competent Internal for the Auditor 2024-2025 accounts

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

Appendix 2 Calendar of meetings: 2024 – 2025

3rd Wednesday except August (no meeting) and December (2nd Wednesday)

2024	2025
19 June	15 January
17 July	19 February
August only if necessary	19 March
18 September	16 April
16 October	APM April tbc
20 November	21 May
11 December (2nd Wednesday)	18 June
	16 July
	August no meeting
	17 September
	15 October
	19 November
	10 December (2 nd Wednesday)