

Minutes of the Annual meeting of Netley Marsh Parish Council held at Netley Marsh Community Hall on Wednesday 15 May 2024

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

In attendance: Cllr Penman (HCC) 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

2. **Appointment of Chairman** for the year 2024/25 Cllr Welbourn was proposed Cllr Johnstone Seconded Cllr Haysom 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 , Cllr Cook (Vice Chairman) and Cllr Merrill.

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

6. **Appointment of Vice Chairman** for the year 2023/24 Cllr Cook, having notified his agreement to nomination, proposed by Cllr Welbourn seconded by Cllr Shaw and agreed.

7. The declaration of acceptance of office by the vice-chairman was agreed could be signed at the next meeting.

8 Existing and new Committees/Working Groups.

9 **Review of Terms of Reference for Committees** – see appendix I – agreed. The continuation of the committee to review the Conservation Area was agreed, members are Cllr Cook (Chair), Cllr Haysom, Cllr Merrill and Cllr Shaw. The resilience Committee to be set up and members allocated at the next meeting. Planning Committee, it was agreed this would cease and planning applications will be taken at the monthly meeting.

Clerk/RFO Check website for references to planning committee.

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

Appointment title	Representative 2023-2024	Representative 2024-2025
Editor Parish Magazine – Outlook	Tina Vine – From Winter 23 edition Parish Clerk	Parish Clerk
Citizens Advice Bureau	Cllr J Shaw	Cllr J Shaw
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 M Welbourn	Cllr M Welbourn
Hampshire Archives Trust	Cllr M Welbourn	Cllr M Welbourn
Tree 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 A Johnstone	Cllr A Johnstone
Planning Committee (4)	Cllr T Cook, Cllr M Welbourn Cllr S Merrill, and Cllr J Shaw	Planning committee to cease
Lengthsman scheme monitor	Cllr B Babey Cllr A Johnston	Cllr A Johnston
New Forest Transport Forum	Mrs Shareen Barnett	Mrs Shareen Barnett
Bartley Village Hall Committee	Cllr B Babey is a Trustee	No representative

11. Standing Orders 2018 were considered and approved (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)
12. 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.
13. Deeds – all held at Hampshire Record Office, noted.
14. The inventory of land and assets was considered and noted. (last item on accounts spreadsheet circulated quarterly)
15. The insurance cover was reviewed and agreed as satisfactory.
16. The financial regulations (2020) were noted and agreed but a 2024 update needs to be reviewed, item for the next agenda.
17. The payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection and donation to RBL for wreath were agreed.
18. The Complaints procedure, policies for requests under FOI and Data Protection Acts were reviewed and agreed. (available under Policies on the website)
19. The financial and other risk assessments updated for 2024 and circulated, were reviewed and agreed.
20. The staff **policies and** recruitment and appointment procedures were agreed as follows
 - a. NALC contract and terms

- b. Clerk – LCI - point 16 on the scale
- c. Assistant Clerk/RFO - LCI – Point 16 on the scale

- 21. Period for re-enrollment of pension arrangements. Next review is due in 2025.
- 22. The Council's expenditure incurred under s.137 of the Local Government Act 1972 was reviewed and it was noted that further to 2023 minutes, the General Power of Competence is now used.
- 23. The scheme of delegation as agreed at the April 2021 meeting was confirmed.
- 24. The Press and Media policy was reviewed and agreed.
- 25. The Calendar of Meetings for 2024-25 was agreed – Appendix 2

Clerk to book 2025 APM date at hall

- 26. The time meetings will normally take place was agreed 7.15pm
- 27. The date and time of Annual Parish Assembly was agreed as 25 April 2025 7pm
- 28. Councillors were reminded to check and if necessary update their register of interest forms.
- 29. The Chairman's allowance for the year was agreed as £100.00
- 30. The independent and competent Internal for the Auditor 2024-2025 accounts was agreed as John K. Murray, DMS., FCPFA Taxation & Accountancy Services SO22 6LJ

Appendix 1

Quorum	Minimum of three
--------	------------------

Appendix 2 Calendar of meetings: 2024/25 meetings – 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 Friday 25 April
20 November	21 May
11 December (2nd Wednesday)	18 June
	16 July
	August no meeting

17 September
15 October
19 November
10 December (2nd Wednesday)

Signed:

date: 19 June 2024