

NETLEY MARSH PARISH COUNCIL

NOTICE OF MEETING

Councillors are summoned to attend the **PARISH COUNCIL MEETING** to be held on Wednesday **21st May 2025** at **7.00pm** at **Woodlands Road Community Hall**.

Julie Twining

Parish Clerk 14th May 2025

PUBLIC PARTICIPATION

Members of the public are invited to ask questions or make statements during the first 10 minutes of the meeting. Any matter requiring a decision of the Council should be notified to the Clerk by the Wednesday before the meeting so that it can be added to the agenda.

AGENDA

1. To appoint a chairman for the year 2025/26
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 2025/26
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 2025/26
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 2024-2025	Representative 2025-2026
Parish Flooding Committee	Now dealt with by the whole Council The terms of reference removed.	
Editor Parish Magazine – Outlook	NMPC Clerk/RFO	
Citizens Advice Bureau	Cllr J Shaw	
New Forest Consultative Committee	1st Cllr T Cook & 2nd 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	TBC	

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 Haysom, Cllr S Merrill, Cllr J Shaw and Cllr M Welbourn	
Lengthsman scheme monitor	Cllr A Johnstone	
New Forest Transport Forum	Mrs Shareen Barnett	
Bartley Village Hall Committee	TBC	
Resilience Working Group	Cllr A Johnstone, Cllr Merrill	

11. To consider and approve Standing Orders 2018: (available under Policies on the website <http://www.netleymarsh-pc.gov.uk/>)

12. 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?

14. Deeds – all held at Hampshire Record Office

15. To Review the inventory of land and assets

16. To Review the insurance cover

17. To review the financial regulations (2024)

18. To consider the payment of annual subscriptions to: HALC: GIS: SLCC: NFALC: Hants Archives Trust: Information Commissioner/Data Protection and donation RBL/wreath £50.00

19. To Review Complaints procedure, requests under FOI and Data Protection Acts (available under Policies on the website)

20. To review the financial and other risk assessments

21. To review staff policies and recruitment and appointment procedures

a. NALC/JNC contract and terms

b. Clerk JT - LCI-14 on the new scale – RFO/Assistant Clerk - RC LCI-16

22. To note 1 May – 31 October is period for re-enrollment of pension arrangements, awaiting confirmation of the year.

23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

24. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; This will be confirmed once the new Clerk achieves CILCA qualification.
25. To Review policy on dealing with press/media
26. To consider the Calendar of Meetings – see Appendix 2
27. To consider what Time Meetings will take place
28. To fix the date and time of Annual Parish Assembly 2026
29. To remind members to review and if necessary update their Register of Interests
30. To determine the Chairman's allowance for the year
31. To Appoint the independent and competent Internal for the Auditor 2024-2025 accounts

Internal Auditor currently
John K. Murray, DMS., FCPFA
Taxation & Accountancy Services
9 Burley Road
Winchester, SO22 6LJ

7.45 32. To receive apologies for absence and approve reasons for absence.

33. To consider comments from the Public – if necessary for inclusion in the next agenda

34. To accept declarations of interest

7.49 35. To approve the minutes of the Parish Council meeting held Wednesday 19 March 2025 and the Confidential meeting held on the same date.

7.50 36.Planning

36.iTo consider the following planning applications: -

APPLICATION: 25/00445FULL

ADDRESS: Wagtails, Fletchwood Lane, Totton, SO40 7DZ

PROPOSAL: Single-storey rear extension

APPLICATION: 25/10370

ADDRESS: Brook House, Salisbury Road, Calmore, SO40 2RQ

PROPOSAL: x2 no. dwellings with solar panels and associated garage parking

APPLICATION: 25/10422

ADDRESS: Land south of Salisbury Road, Calmore, SO40 2RQ

PROPOSAL: Outline application with all matters reserved except for access from Salisbury Road for residential development of up to 93 dwellings

APPLICATION: 25/10449

ADDRESS: Land North of Salisbury Road, Calmore

PROPOSAL: Outline application for approximately 375 new residential dwellings

36.iiTo consider any other planning business

8.00 37. Matters arising:

37.iNFNPA, NE Quadrant – to clarify issues which may arise on the introduction of Forest car park charges and related regulations regarding road and verge parking for inclusion in the Quadrant meeting agenda.

8.05 38. Reports

38.i County Councillors report including update on HCC school transport issues & flooding issues

38.ii District Councillors report

8.15 39. Matters arising – To consider/accept

39.i Ringwood Road

8.20 40. To receive Member's reports on:

40.i Community Hall

40.ii Outlook magazine – distribution issues

40.iii Testwood Lakes

40.iv Conservation Area Review Working Group

8.30 41 To receive Member's reports on Footpaths & Bridleways

8.33 42. Lengthsman – To agree work to do & article in Outlook.

8.35 43. Groundsman

43.i Work to do and update on work already agreed.

43 ii To confirm new keys/lock on top of car park access, new padlock and keys in place.

43.iii Wood treatment – Noticeboards, seats, bus shelter

43iv Groundsman vacancy arising

8.40 44. To consider report of Resilience working group progress and future plans including review of the current flood plan.

8.40 45. Clerks & RFO report

8.42 46. Correspondence –

46.i Culvert Priestlands Close off Woodlands Rd

46ii Hall Gates

46iii Woodlands Rd hedge

other correspondence as necessary

8.46 47. Finance

47.i To approve May online payments and consider other Finance Matters

47.ii To consider order of priority of future projects list

47.iii To consider what from the future project list could be included in the Three-year plan

47.iv Review field lease arrangements and potential changes

47.v To confirm whether CIL monies can be spent on Speedwatch equipment

47.vi To confirm amendment to terms of Agricultural Lease to annual renewal

47.vii To accept internal auditors letter re 2024-25 accounts together with internal audit

report

47.viii To adopt the annual accounts and pro-forma (AGAR)

Section 1 Annual Governance Statement 2024 -25

Section 2 Accounting Statements 2024-25

47.ix To confirm there are no conflict of interests between NMPC and BDO (External Auditors)

47. x Change of email addresses for councilors to .gov.uk

47. xi IT policy & data protection

8.55 48. Parish Matters - To consider:

49 i Report on APM Friday 25 April

£50.00 Guest speaker donation, pay to pre-school Woodlands Road hall, registered charity 1031863

49.ii Councillors' items

9.05 50. Items for the next agenda

NB: Items removed from the agenda until there is something relevant to report

Speedwatch update

High speed broadband

A326 North Improvement

Update on NFNPA conservation review

Confidential matters Exclusion of the Press and Public, under the Public Bodies (Admissions to Meetings) Act 1960. Members of the public and press are required to leave the meeting due to the confidential nature of the business to be discussed.

NEXT MEETING: 18 June 2025 7.00pm at Woodlands Road Community Hall

Appendix I:

Planning Information:

The planning meeting is no longer held as a separate meeting.

Parish Council responses follow the following code

1. PERMISSION, list reasons – support officer decision

2. REFUSAL, list reasons – support officer decision

3. PERMISSION, list reasons

4. REFUSAL, list reasons

5. Happy accept officer decision

And giving their reasons for the recommendation

Annually, following the July planning items discussion, applications shall be received by the Clerk who will provide details to the Councillors and where no queries arise by joint decisions of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decisions of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussions 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.

Resilience Committee Terms of Reference

Netley Marsh Parish Council

Terms of Reference for the Resilience Working Group

The purpose of this committee is to create a resilience plan for Netley Marsh Parish to enable the community to use available resources to respond to, withstand and recover from adverse situations.

The working group will comprise of a minimum of three councillors who will identify what type of incident could affect the parish and consider what arrangements can be put into place and the best course of action to minimise the effects of an incident or crisis. All members will abide by the code of conduct.

The working group will consider whether any non-councillors should be invited to join to provide any additional advice and help to put together a Community Emergency Plan. The working group cannot make formal decisions or spend any money on behalf of the Parish Council, and any recommendations made will be subject to approval by the Full Council. Non-councillors would not have any voting rights

The working group will arrange its own informal meetings and schedule of work. A minimum of one meeting a year must be held. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to deliver the progress report.

The working group will be responsible for co-ordinating any correspondence relating to the review but the clerk will send any formal responses on behalf of the Parish Council. The clerk will arrange hall bookings as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council at the Annual Council meeting. At the conclusion of the working group all supporting documentation will be passed to the Clerk for record keeping

ADOPTED: 18 Sept 2024

REVIEWED: ANNUALLY OR SOONER IF REQUIRED

RC would recommend that this is reviewed in May annually so for 2025 - 21 May 2025 and then at each AGM

Conservation Area Committee Terms of Reference.

Terms of Reference for the Conservation Area Review Working Group

The purpose of this committee is to work with the New Forest National Park Authority to carry out the Forest North East Conservation Area Character Appraisal.

The working group will comprise of a minimum of three councillors who will consider the requirements for the review as defined by the existing review and the guidance of the NFNPA. The work will be carried out and reported to the NFNPA as required. All members will abide by the code of conduct.

The working group will deal with any ongoing decision regarding the review but cannot make formal decisions or spend any money on behalf of the Parish Council, and any recommendations made will be subject to approval by the Full Council.

The working group will arrange its own informal meetings and schedule of work. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to deliver the progress report.

The working group will be responsible for correspondence relating to the review and the clerk will be copied in on all correspondence with the NFNPA. The clerk will arrange hall bookings as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council at the Annual Council meeting.

At the conclusion of the working group all supporting documentation will be passed to the Clerk for record keeping

ADOPTED: 17-7-24

REVIEWED: ANNUALLY OR SOONER IF REQUIRED

RC would recommend that this is reviewed in May annually so for 2025 - 21 May 2025 and then at each AGM

Policy on dealing with press/media, it was agreed that any requests from the press or media should be handled on a case by case basis. The first contact to be the Clerk who will liaise with the Chairman and Councillors as necessary.

Appendix 2 Calendar of meetings: 2025 – 2026 see below - 3 Wednesday except August (no meeting) and December (2nd Wednesday)

2025	2026
18 June	21 January
16 July	18 February
August meeting only if necessary	18 March
17 September	15 April
15 October	APM 3 April is Good Friday School hols: 1 – 13 April Other Fridays 17 or 24 April
19 November	20 May
10 December NB 2nd Wednesday	17 June
	15 July
	August meeting only if necessary
	16 September
	21 October
	18 November
	9 December NB 2nd Wednesday