

# GODSHILL PARISH COUNCIL

Mrs B Cornish – Parish Clerk  
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Date: 1<sup>st</sup> May 2018

## To all Members of Godshill Parish Council

**You are summoned to the Annual Meeting of Godshill Parish Council, to be held in the Village Hall, Godshill on Tuesday 8th May 2018 at 7.45 pm for the purpose of transacting the following business.**



Bev Cornish, Parish Clerk.

*The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded.*

*If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting.*

## 7.45 pm Public Question Time

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

**District Councillor Bill Dow** - To receive a short verbal report.

**Litter Warden** - To receive a short verbal report from Mrs Sara Boyd.

## AGENDA

### **Part 1**

**01.18 Election of a Chairman for 2018/19.**

**02.18 To resolve to approve the co-option of Ms Lucinda Phillips to the Parish Council.**

**03.18 Election of a Vice Chairman for 2018/19.**

**04.18 To receive apologies for absence.**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

# AGENDA

## **05.18 Declarations of Interest:**

- a. To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**06.18 To resolve to approve the Minutes of the ordinary meeting held on 10th April 2018.**

**07.18 To resolve to adopt the National Association of Local Council's model Standing Orders 2018 duly amended to reflect Godshill Parish Council's requirements.**

**08.18 To resolve to adopt the National Association of Local Council's model Financial Regulations 2016 duly amended to reflect Godshill Parish Council's requirements.**

**09.18 To consider and re-adopt the Parish Council's Complaints Policy for 2018/19.**

**10.18 To consider and re-adopt the Parish Council's Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings for 2018/19.**

**11.18 To consider and re-adopt the Parish Council's Policy on Cycling in Godshill for 2018/19.**

**12.18 To consider and review the Parish Council's Asset Register for 2018/19.**

**13.18 To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 for 2018/19.**

**14.18 To consider and resolve to approve the following policies and documents in order for the Parish Council to be compliant with the General Data Protection Regulation (EU) 2016/679 which will take effect on 25<sup>th</sup> May 2018:**

- a. **Information & Data Protection Policy**
- b. **Data Breach Plan and Reporting Form**
- c. **Document Retention & Disposal Policy**
- d. **Social Media & Electronic Communication Policy**
- e. **General Privacy Notice**
- f. **Email Contact Privacy Notice**

**15.18 To confirm approval of the arrangements for insurance cover in respect of all insured risks.**

**16.18 To agree the dates and times of ordinary meetings of the Council for 2018/19.**

**17.18 To resolve to appoint the following Representatives of Godshill Parish Council:**

- a. **Godshill Village Hall Committee (x2)**
- b. **New Forest Consultative Panel (x1)**

# AGENDA

- c. Footpath & Rights of Way Officer (x1)
- d. New Forest Association of Town & Parish Councils (NFALC) (x1)
- e. NFNPA Quadrant meetings (x1)
- f. Western Escarpment Conservation Area Steering Group (x1)

**18.18** To resolve to note Clerk's Report providing information on recent issues and work completed.

**19.18** Planning and Tree Works Applications:

**Application No. 18/00235/FULL**

**Land at Sandy Balls Holiday Centre, Sandy Balls Estate, Godshill - Alpaca shelter.**

**20.18** To consider the detailed letter submitted by the planning adviser for Away Resorts in relation to planning application 18/00139 in response to consultee responses and to agree on whether a further response should be submitted by the Parish Council to the Planning Officer.

**21.18** To resolve to agree that the Parish Council should not declare itself as an exempt authority under the Local Audit (Smaller Authorities) Regulations 2015 and should proceed to submit its Annual Accounts for the financial year up to March 31<sup>st</sup> 2018 for external audit.

**22.18** To resolve to approve the Clerk's membership of the Society of Local Council Clerks at the cost of £28 per annum for 2018/19.

**23.18** To resolve to approve the registering a new '.gov.uk' domain name and email for the Parish Council and Clerk with the Cabinet Office at the cost of £109 in order to be compliant with the requirements of the General Data Protection Regulation when operated through the Parish Council website hosting company 1&1 Internet Ltd.

**24.18** Finance and Policy:

- a. To resolve to approve the payment of the Accounts.
- b. To resolve to approve the Bank balances – Cheque and Reserve Accounts.

**25.18** Outside Bodies and Representation:

**NFNPA Development Control Committee:** To receive a short verbal report from the Clerk on a recent meeting at which the application for Primrose Cottage, Newgrounds was considered.

**26.18** To resolve to note the Correspondence received.

**27.18** Any Other Business.

**28.18** To confirm the date of the next meeting as Tuesday 12th June 2018.

# AGENDA

## **Part 2 – EXEMPT MATTERS - STAFFING**

- 29.18** Cllr Fell to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.
- 30.18** To consider and resolve to approve the raising of the Clerk’s salary from 1st April 2018 in accordance with the National Association of Local Council’s document entitled ‘Employment Briefing E01-18 – 2018-19 National Salary Award’ and in accordance with her Employment Contract.

*Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety, and Human Rights.*

*Any person who may have difficulty with access to the meeting through disability is asked to advise the Clerk on 01725 513874 at least 24 hours before the meeting so that every effort may be made to provide access.*