

GODSHILL PARISH COUNCIL

Mrs B Cornish – Parish Clerk
West View, Slab Lane, Downton, Salisbury, Wiltshire. SP5 3PS
Tel: 01725 514652 Email: clerk@godshillparishcouncil.gov.uk

To all Members of Godshill Parish Council

You are summoned to the Annual Meeting of Godshill Parish Council on Thursday 18th May 2023 at 6.00 pm. This meeting will be held at Godshill Village Hall, Woodgreen Road, Godshill for the purpose of transacting the following business.



**Bev Cornish CertHE, PSLCC
Parish Clerk and Responsible Finance Officer
11th May 2023**

Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm that the meeting will be audio recorded by the Clerk and that it may be filmed, photographed or audio recorded by members of the public. If any member of the public present at the meeting objects, please inform the Chairman or the Parish Clerk before the start of the meeting.

AGENDA

- 01.23 Election of Chair**
To resolve to elect the Chair for the 2023/24 civic year.
- 02.23 Declarations of Acceptance of office from all Councillors.**
To confirm receipt of Declarations of Acceptance of Office from all Councillors.
- 03.23 Election of Vice-Chair**
To resolve to election the Vice-Chair for the 2023/24 civic year.
- 04.23 Apologies**
To receive and consider accepting 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.](#)
- 05.23 Co-Option**
To receive and consider an application for co-option to fill a vacancy on the Council from Mr John Sanger.
- 06.23 Public Question Time**
At the Chair's discretion, this part of the meeting 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.

AGENDA

07.23 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.

08.23 Code of Conduct

To resolve to re-adopt the Parish Council's Code of Conduct for the term of this Council.

09.23 General Power of Competence (*Localism Act 2011 s1(1)*)

To resolve to re-adopt the General Power of Competence for the term of this Council and confirm the Council's eligibility to do so.

10.23 Nomination of Councillor to represent the North West Quadrant Councils

To resolve to nominate a councillor to represent the Council and the North West Quadrant group of councils on the New Forest National Park Authority.

11.23 Adjournment

To resolve to adjourn the meeting until Wednesday 24th May 2023 at 7.30 pm due to the availability of the Village Hall and that the meeting schedule be amended to accommodate the adjournment.

12.23 Minutes

[\(Appendix A\)](#)

To resolve to approve the Minutes of the Ordinary Meeting held on 11th April 2023.

13.23 Planning and Tree Work Applications

Application No. 23/00508/FULL

Arniss Farmhouse, Southampton Road, Godshill - First-floor balcony.

Application No. 23/00490/FULL

Jubilee Farm, Purlieu Lane, Godshill - Siting of a mobile home on agricultural land.

Application No. 23/00496/FULL

Touring Park, Sandy Balls Holiday Centre, Sandy Balls Estate, Godshill -

Conversion of 3no. single storey amenity buildings to 6no. holiday accommodation units.

Application No.23/00538/TPO

Land At Folds Farm, Godshill Wood - Fell and Prune Mixed tree species as detailed within the application. Some trees are protected by W1 of TPO/0054/17 All other trees are within a conservation area.

Application No. 23/00626/CONS

Blue Ridge, Broadhill Lane, Blissford - Fell 1 x Oak tree.

AGENDA

- 14.23 Standing Orders** [\(Appendix B\)](#)
To resolve to re-adopt the Parish Council's Standing Orders for 2023/24.
- 15.23 Financial Regulations** [\(Appendix C\)](#)
To resolve to re-adopt the Parish Council's Financial Regulations for 2023/24.
- 16.23 Re-adoption of Policies**
To consider and re-adopt the following Parish Council Policies for 2023/24:
- Risk Management Policy and Risk Registers 1-3
 - General Reserves Policy
 - Protocol for Audio Recording of Council Meetings
 - Complaints Policy
 - Remote/Virtual Meeting Protocol
 - Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings
 - Procedures for handling requests made under the Freedom of Information Act 2000.
 - Policy on Cycling in Godshill
 - Planning Protocol
 - Protocol on the Audio Recording of Parish Council Meetings
 - Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
 - a. Information & Data Protection Policy
 - b. Document Retention & Disposal Policy
 - c. Social Media & Electronic Communication Policy
- 17.23 Asset Register** [\(Appendix D\)](#)
To consider and review the Parish Council's Asset Register for 2023/24.
- 18.23 Insurance** [\(Appendix E\)](#)
To confirm approval of the arrangements for insurance cover in respect of all insured risks.
- 19.23 Dates of Meetings** [\(Appendix F\)](#)
To agree the dates and times of ordinary meetings of the Council for 2023/24.
- 20.23 Membership of Outside Bodies**
To resolve to appoint the following Representatives of Godshill Parish Council:
- a. Godshill Village Hall Committee (x2)
 - b. New Forest Consultative Panel (x1)
 - c. Footpath & Rights of Way Officer (x1)
 - d. New Forest Association of Town & Parish Councils (NFALC) (x1)
 - e. NFNPA Quadrant meetings (x1)
 - f. Sandy Balls Holiday Centre (x1)
- 21.23 Clerk's Report**
To resolve to note the Clerk's Report providing information on recent issues and work completed.
- 22.23 Internal Auditor's Report** [\(Appendix G\)](#)
To receive and note the Internal Auditor's Report from Fair Account contained within the Annual Governance and Accountability Return.

AGENDA

- 23.23 Annual Governance Statement** [\(Appendix G\)](#)
To consider and resolve to approve the Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2023 for submission to the Parish Council's External Auditors.
- 24.23 Accounting Statements** [\(Appendix G\)](#)
To consider and resolve to approve the Accounting Statements and Statement of Variances contained within the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2023 for submission to the Parish Council's External Auditors.
- 25.23 Exercise of Public Rights** [\(Appendix H\)](#)
To resolve to approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return (AGAR) Part 3 for the year ended 31st March 2023.
- 26.23 Finance and Policy:**
- a. **Payments**
To resolve to approve the following payments:
£70.00 Fair Account – Completion of Annual Internal Audit.
 - b. **To resolve to approve the sum of £442.82 as the Accounts for payment for May.**
 - c. **To resolve to approve the Bank balances - Cheque and Reserve Accounts.**
- 27.23 Correspondence**
To resolve to note the Correspondence received.
- 28.23 Any Other Business.**
To consider any other business on which no decisions can be taken or suggest agenda items for the next meeting.
- 29.23 Next Meeting**
To confirm the date of the next meeting as Tuesday 13th June 2023 to be held at Godshill Village Hall at 7.30 pm.

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.