


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 Tuesday 14th May 2024 at 7.30 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
7th May 2024

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.

Litter Warden: To receive a report from Mrs Sara Boyd.

AGENDA

01.24 Election of Chair

To resolve to elect the Chair for the 2024/25 civic year.

02.24 Election of Vice-Chair

To resolve to election the Vice-Chair for the 2024/25 civic year.

03.24 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.](#)

04.24 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

05.24 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.

06.24 Minutes

To resolve to approve the Minutes of the Ordinary Meeting held on 9th April 2024.

07.24 Planning and Tree Work Applications

Application No 24/00339FULL

Atchin-tan, Woodgreen Road, Godshill - Manège

Application No 24/00390LDCE

Chamberlain Field, Southampton Road, Godshill - Application for a Certificate of Lawful Development for continued use of land as a campsite for no more than 50 pitches for up to 28 days per year

Application No. 24/00508CONS

Brockholme, Southampton Road, Godshill - Prune 2 x Conifer trees (T1 & T2 on the plan)

Application No. 24/00515/CONS

Sandy Balls Holiday Centre, Southampton Road, Godshill -

Fell 1x Rowan tree (T2 on plan)

Fell 1x Silver Birch tree (T8 on plan)

Fell 1x Cherry tree (T12 on plan)

Fell 1x Common Oak tree (T13 on plan)

Fell multiple trees (G11 on plan)

Prune 1x Common Ash tree (T10 on plan)

Prune 3x Common Oak tree (T1, Tree A & Tree B on plan)

08.24 Standing Orders

To resolve to re-adopt the Parish Council's Standing Orders for 2024/25.

09.24 Financial Regulations

To resolve to re-adopt the Parish Council's Financial Regulations for 2024/25.

10.24 Re-adoption of Policies

To consider and re-adopt the following Parish Council Policies for 2024/25:

- Risk Management Policy and Risk Registers 1-3
- General Reserves Policy
- Protocol for Audio Recording of Council Meetings
- 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

AGENDA

- Planning Protocol
- Dark Skies Position Statement
- Protocol on the Audio Recording of Parish Council Meetings
- Lone Worker Policy
- Complaints Procedure and Vexatious Complaints Policy
- Document Retention and Disposal Policy
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control and Audit
- 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

11.24 Asset Register

To consider and review the Parish Council's Asset Register for 2024/25.

12.24 Insurance

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

13.24 Dates of Meetings

To agree the dates and times of ordinary meetings of the Council for 2024/25.

14.24 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)

15.24 Clerk's Report

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

16.24 Internal Auditor's Report

To receive and note the Internal Auditor's Report from Fair Account contained within the Annual Governance and Accountability Return.

17.24 Annual Governance Statement

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 2024 for submission to the Parish Council's External Auditors.

18.24 Accounting Statements

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 2024 for submission to the Parish Council's External Auditors.

AGENDA

19.24 Exercise of Public Rights

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 2024.

20.24 Conflicts of Interest with BDO LLP

To confirm that no conflicts of interest exist between the Parish Council and BDO LLP and agree that the form be signed accordingly by the Chairman and Clerk

21.24 Civility and Respect

To consider a proposal from Councillor Sanger that Godshill Parish Council:

- a. Formally disowns and condemns the verbal attack made about a senior officer at the New Forest National Park Authority by a member of the public at the Annual Parish Meeting and in so doing takes account of the national concern for the safety of and threats to public servants;
- b. Demonstrates its commitment to ensuring that public servants working in partner organisations are treated with dignity, respect and courtesy by approving the amendments to the Council's Dignity at Work Policy.

22.24 Memorial Plaque

To consider a request from a member of the public to place a memorial plaque on the public bench near Godshill Inclosure and an offer to contribute to its maintenance.

23.24 Lengthsman's Visit

To agree on tasks for the Lengthsman's visit on Monday 20th May 2024.

24.24 Finance and Policy:

a. Payments

To resolve to approve the following payments:

£280.00 Fair Account – Completion of Annual Internal Audit

£62.58 Society of Local Council Clerks – Annual Subscription shared with Tisbury Parish Council.

b. To resolve to approve the sum of £743.33 as the Accounts for payment for May.

c. To resolve to approve the Bank balances - Cheque and Reserve Accounts.

25.24 Correspondence

To resolve to note the Correspondence received.

26.24 Any Other Business.

To consider any other business on which no decisions can be taken or suggest agenda items for the next meeting.

27.24 Next Meeting

To confirm the date of the next meeting as Tuesday 11th June 2024 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.