

PO BOX 783
WINCHESTER
HAMPSHIRE
SO23 3RD



OWSLEBURY PARISH COUNCIL

Telephone: 07882 375996

Email: Owsleburyparishcouncil@gmail.com

29th April 2021

To Parish Councillors: John Chapman (Chairman) Paul Bowes, , Mark Egerton, John Foster, Will Martin, Roger Page and Paul Phillips.

You are hereby summoned to attend the Annual Parish Council meeting to be held on Thursday 6th May 2021 immediately after the Annual Parish Assembly via **Zoom**. The agenda for the meeting is attached.

Juanita Madgwick - Clerk to the Council

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AGENDA

Owslebury Parish Council Annual Meeting 6th May 2021 Via Zoom immediately after the Annual Parish Assembly.

Members of the public and press are invited to attend except for any specific item which is marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Background papers are available for viewing by appointment before the meeting. They will be circulated to Councillors in the days before the meeting.

- 55) **Election of the Chairperson and Vice Chairperson for 2021/22.**
 - a) To note Declaration of Acceptance of Office.
- 56) **Apologies for absence.**
- 57) **To note Councillors Declaration of Acceptance of Office and acceptance of the Code of Conduct.**
- 58) **To receive Disclosure of interests on Agenda Items.**
- 59) **To approve the Minutes of the Parish Council Meeting held on 12th April 2021.**
- 60) **To hear public questions and comments:-**
 - a) Planning applications: statements of intent from owners or agents and public comments;
 - b) Other agenda items – public comments.
- 61) **To appoint Parish Council Representatives for 2020/21 and to confirm terms of reference relating thereto (Note A).**
- 62) **Procedural and constitutional matters (on website and hard copy available from Clerk).**
 - a) To approve Standing Orders for 2021/22.
 - b) To approve Financial Regulations 2021/22
 - c) To confirm the following policies approved by Council at previous meetings:
 - i) Risk Register as adopted by the Council on 14th January 2019.
 - ii) Fixed Assets Register reviewed on 12th April 2021.
 - iii) Complaints Procedures, as adopted by the Council on 11th May 2015.
 - iv) Freedom of Information requests, as adopted by Council on 9th June 2014.
 - v) Press and Media Policy, as adopted by Council on 8th May 2017.
 - vi) Community Emergency Plan, as adopted by the Council on 14th January 2019.
 - vii) Safeguarding Children and Vulnerable Adults adopted by the Council on 8th May 2017.
 - viii) Health and Safety, as adopted by the Council on 12th June 2017.
 - ix) Grants and donations, as adopted by the Council on 8th May 2017.
 - x) Recruitment, as adopted by the Council on 8th May 2017.
 - xi) The Staff Appraisal Policy adopted by the Council on 8th April 2019.
 - d) To receive a report from the Clerk on insurance arrangements for all insured risks.
- 63) **To confirm dates, times and place of ordinary meetings of the Council for 2021/22.**
- 64) **County & District Councillors Report**
- 65) **CSO Report**
- 66) **Planning.**
 - a) To consider Planning Applications (Note B).
 - b) To consider Planning Decisions (Note C).
 - c) To consider enforcement matters.
 - d) To consider general matters.

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67) Highways

- a) To consider any general matters.

68) Rights of Way

- a) To consider any general matters.

69) Open spaces, Recreation and Play Grounds.

- a) To consider any general matters.

70) Finance, administration and statutory matters.

- a) To note payments made since last meeting, receipts and to approve proposed payments.
- b) To review the expenditure incurred under s137 for the year 20/21
- c) To consider the scope of internal audit for 2021/22 onwards.
- d) To approve section 2 'Accounting Statements 2020/21 of the Annual Governance and Accounting Return 2020/21 and to authorise the Chairman to sign the statement on the councils behalf.
- e) To note the RFOs comments on the accounting Statement on 2020/21.
- f) To agree to the purchase of a mobile phone for the Clerk at a cost of £10 per month.
- g) To review and approve the Scheme of Delegation to the Parish Clerk
- h) To consider any general matters.

71) Information exchange and Agenda items for next meeting.

72) To agree date of next council meeting

Juanita Madgwick
Clerk and Responsible Financial Officer
29th April 2021
07882375996

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NOTE A: ROLE OF PARISH COUNCIL REPRESENTATIVES.

1. The Parish Council may appoint a Councillors or Councillors to as act as Parish Council Representative for specific matters. Such appointments may be made at any time during the Council year, but cease at the May meeting of the Parish Council.
2. The Parish Council Representative's role includes:
 - a. to gather and keep abreast of information on their specialist area through research, discussion with WCC or other bodies or attendance at outside events or committees previously agreed by the Parish Council;
 - b. to listen to concerns of Parishioners, assess their importance and whether there is commonality of view amongst Parishioners, and to report such concerns to the Parish Council;
 - c. to keep any fellow Representative informed of developments or communications;
 - d. to update the Clerk periodically so as to avoid duplication with other areas of Parish Council work;
 - e. to recommend to the Parish Council policies or actions which may be beneficial to Parishioners, for debate and decision by the Parish Council;
 - f. when specifically mandated by the Parish Council, to represent the Parish Council's decisions to outside bodies;
3. The Parish Council Representative is not empowered to make any decisions on behalf of the Parish Council, but can only make recommendation for the Parish Council to debate and determine.
4. All formal communications with the press and outside bodies should, as always, be conducted through the Parish Clerk, unless the Parish Council specifically determines otherwise.
5. In order to ensure the role of the Parish Council Representative is effective, Councillors should refer any significant matter brought to their attention on a subject not within their Parish Council Representative role, to the appropriate Parish Council Representative. Similarly, unless determined otherwise by the Parish Council, Councillors should not become directly involved in any significant matter for which another Parish Councillor has been appointed Representative.

Originally adopted by the Parish Council June 2013 and re-confirmed annually.

NOTE B: PLANNING APPLICATIONS.

SDNP/21/02266/LIS	Hensting Farm Hensting Lane Fishers Pond SO50 7HH
Proposal:	Replacement Front Door
Deadline for comments	25/05/21

SDNP/21/02357/HOUS	Tryner House Main Road Owslebury Winchester Hampshire SO21 1LU
Proposal:	Single storey rear extension to replace existing conservatory.
Deadline for comments	26/05/21

Planning applications received between the date of the agenda and the meeting will be advised separately.

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NOTE C: PLANNING DECISIONS

Decisions announced by SDNP or WCC between the date of the agenda and the meeting will be advised separately.