



# OWSLEBURY & MORESTEAD PARISH COUNCIL

Telephone: 07869 814452  
Email: [Owsleburyparishcouncil@gmail.com](mailto:Owsleburyparishcouncil@gmail.com)

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Members of Owslebury & Morestead Parish Council are summoned to attend the Annual Parish Meeting on Monday 15 May 2022 immediately after the Annual Parish Assembly at the Parish Hall.

A handwritten signature in black ink, appearing to be 'G. Smith' or similar, written in a cursive style.

Parish Clerk  
8 May 2023

## AGENDA

### Owslebury & Morestead Annual Parish Meeting 15 May 2023

*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 on the website. They will be circulated to Councillors in the days before the meeting.*

- 1) **Election of the Chairperson of the Council and receipt of their declaration of acceptance of office**
- 2) **Election of the Vice Chairperson of the Council**
- 3) **To note Councillors Declaration of Acceptance of Office and acceptance of the Code of Conduct.**
- 4) **To receive and accept apologies of absence**
- 5) **To receive declaration of interests relating to any item on the agenda.**
- 6) **To approve the Minutes of the Parish Council Meeting held on 17 April 2023.**
- 7) **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.
- 8) **To set the dates and times for the Full Council meetings**
- 9) **To appoint Parish Council Representatives for 2023/24 and to confirm terms of reference relating thereto (Note A).**
- 10) **Planning.**
  - a) To consider Planning Applications (Note B)
  - b) To note the Planning Decisions (Note C)
- 11) **To receive the County & District Councillors Report**
- 12) **To receive a report on the recent GROWS Meeting**
- 13) **Highways**
  - a) To receive an update on the Beech Grove Pathway Improvements



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**14) Open spaces, Recreation and Playgrounds**

- a) To receive and note the play area inspection

**15) Rights of Way**

- a) To receive any general matters

**16) Finance, administration, and statutory matters**

- a) To authorise the list of payments and appointment of two Cllrs to finish the payment process
- b) To approve the signing of Aprils bank reconciliation by the Chairman
- c) To receive and approve the Standing Orders for 2023/24
- d) To receive and approve the Financial Regulations for 2023/24
- e) To receive and approve the Fix Asset Register for 2023/24
- f) To review and approve the Risk Register
- g) To receive and note the Internal Auditors Report for the Year 2022/23
- h) To confirm that no Cllrs have a Conflict of Interest with BDO
- i) To approve Section 1 of Annual Governance and Accountability Return 2022/23 and to authorise the Chairman to sign the statement on the Councils behalf
- j) To approve section 2 'Accounting Statements 2022/23 of the Annual Governance and Accounting Return 2022/23 and to authorise the Chairman to sign the statement on the Councils behalf.
- k) To confirm the arrangements for insurance cover
- l) To agree to the signing of the Lengthsman contract for 2023/24

**17) Information exchange and Agenda items for next meeting**



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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.

None

## NOTE C: PLANNING DECISIONS

SDNP/23/00597/NMA	1 Hyde Cottages Fawley Lane Morestead Hampshire SO21 1NA
Proposal	Non Material Amendment to planning application SDNP/22/00333/HOUS
Decision	Approved

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