

NORTHWOOD PARISH COUNCIL

Katie Riley
Clerk to Northwood Parish Council

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30th April 2024

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Dear Councillors

Email:

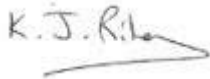
clerk@northwoodparishcouncil.org

You are hereby summoned to attend the Annual General Meeting of Northwood Parish Council, to be held in the **School Hall at Northwood Primary School, Wyatts Lane, Northwood, Isle of Wight** on **Tuesday, 7 May 2024** commencing at **6.30 pm or immediately after the Annual Meeting of the Parish, whichever is the later** for the transaction of the business as set out in the agenda below.

Members of the public and press are welcome to attend.

Copies of the associated meeting papers are available on the Parish Council website

<http://www.northwoodparishcouncil.org>



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The meeting of the Parish Council will commence immediately after **the Public Forum**, which will begin at **6.30 pm** for the duration of 15 minutes, if necessary. This provides an opportunity for any member of the public to ask questions of members of the Parish Council.

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To approve any apologies for absence
4. To receive any declarations of Members' interests and written requests for Dispensations on items forming the agenda
5. To confirm that all Councillors' Register of Interests forms are up to date and correct
6. To receive a report on any local safety neighbourhood issues occurring since the last meeting held of the Parish Council
7. To confirm and authorise the Chairman to sign the Minutes of the meeting of the Parish Council held on 2 April 2024 (Paper A)
8. To receive any matters arising on the Minutes, not requiring a resolution (Paper B)
9. To approve and adopt the Standing Orders for Northwood Parish Council (Paper C)
10. To approve and adopt the Financial Regulations for Northwood Parish Council (Paper D)
11. To appoint members to serve on the Planning Committee (numerical composition to be decided) and to elect a Chairman



12. To appoint members, including Convenors, to serve on the under-mentioned Working Groups and any others as required:
 - Projects
 - Precept
13. To appoint members, including the Chairman, to serve on the Staffing Group
14. To appoint representatives on the under-mentioned bodies and any others as required:
 - Isle of Wight Association of Local Councils (1 + 1 deputy)
 - Place Plan Working Groups
15. To consider appointing to the under-mentioned responsibilities and any others as required:
 - Community Emergency Plan Management
 - Communications Councillor
 - Tree Warden
16. To review and approve the asset register and agree on inspection of the Parish Council's assets (Paper E)
17. To review and adopt the Council's General Data Protection Regulation Policies:
 - Data Protection Policy (Paper F)
 - Privacy Notice (Paper G)
 - Document Retention and Disposal Policy (Paper H)
 - Retention of Documents Appendix (Paper I)
 - Freedom of Information Policy (Paper J)
 - Model Publication Scheme (Paper K)
18. To review and adopt the Council's Core Policies and Procedures:
 - Code of Conduct (Paper L)
 - Code of Practice for Councillors Personal Safety (Paper M)
 - Gifts and Hospitality Protocol (Paper N)
 - Complaints Procedure (Paper O)
 - Disciplinary Procedure (Paper P)
 - Employee Grievance Procedure (Paper Q)
 - Staff Absence Policy (Paper R)
 - Equality and Diversity Policy (Paper S)
 - Training and Development Policy (Paper T)
 - Guidance on Reporting and Recording and the Use of Social Media at Meetings of the Parish Council (Paper U)
 - Vexatious Policy (Paper V)
 - Grant Awarding Policy (Paper W)
 - Whistleblowing Policy (Paper X)
 - Northwood Community Emergency Plan (Paper Y)
19. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, in particular whether or not to hold a meeting in January 2025
20. To approve and sign the Risk Assessment Schedule (Paper Z)
21. To note the Annual Internal Audit Report 2023/24 from Mrs. Maxine Warr (Paper aa)
22. To confirm and sign that there are no conflicts of interest with External Auditors BDO LLP (Paper bb)
23. To approve and authorise the Chairman to sign the Annual Governance Statement for 2023/24 (Paper cc)
24. To approve and authorise the Chairman to sign and date the Accounting Statements for 2022/24 (Paper dd)
25. To confirm the dates of Monday 3rd June 2024 to Friday 12th July 2024 for the exercise of public rights
26. To appoint an Internal Auditor for 2024/25
27. To note receipt of the precept £35,000.00
28. To approve the electronic payments May 2024 (Paper ee)

29. To note the copy bank statements and bank reconciliation (Papers ff and gg)
30. Town and Country Planning
To note the following decisions:
 - i. Application No: 24/00162/HOU
Location: 53A Pallance Road
Proposal: Proposed single storey extension to existing garage (Revised description)
Decision: Granted
 - ii. Application No: 23/02166/FUL
Location: Land Adjacent To 403 Newport Road
Proposal: Four detached houses, access road and landscaping
Decision: Granted
31. To consider making a financial contribution to Northwood Primary School towards venue costs for the financial year 2024/25
32. To agree on options to purchase a new photocopier to support the production of the Northwood News (Papers hh and ii)
33. To consider the grant application from Isle of Wight Pantries for £2,500 to set up a surplus food distribution centre (Papers jj and kk)
34. To consider the grant application from IW Story festival for £800 to deliver a programme of visits to pupils at Northwood Primary School (Papers ll, mm and nn)
35. To agree on a location for the framed portrait of His Majesty the King
36. To receive an update from the Projects Group
37. To consider the correspondence received re. the Parish Council's Traffic Regulation Order (TRO) requests for Northwood (Paper rr)
38. To consider the following motion put forward by Cllr Nicholson: Northwood Parish Council condemns the poor standard of road reinstatement carried out by Southern Water on the A3020 leading up to Oxford Street from Newport direction. The Parish Council resolves to notify road users clearly who is responsible for these works
39. To receive the report for information of Cllr Nicholson, the IWC Ward Member for Cowes South and Northwood (Paper oo)
40. To note the Statistics for the Website up to 30th April 2024 (Paper pp)
41. Correspondence – As per emailed to Councillors (Paper qq)
42. Councillors' reports
43. Future agenda items

PUBLIC SPEAKING

In accordance with Standing Order 27, any member of the public wishing to speak on an item on the agenda may speak at a Council meeting at the start of the agenda item for a period not exceeding 3 minutes.

When a 'Group' of members of the public wish to speak on an item, they will, subject to the Chairman's discretion be required to nominate a representative who may speak for a maximum of 3 minutes.

It would assist the smooth running of the meeting if you would advise the clerk prior to the start of the meeting of your wish to speak.