

Owslebury Parish Council
Chairman: Councillor Mr J Chapman

8th April 2014

To Parish Councillors John Chapman, Mark Egerton, Will Martin, Roger Page, Paul Phillips, Sally Tattersall and Gerry Tull

You are hereby summoned to attend the Owslebury Parish Council meeting to be held on Monday 14th April 2014 at 7.45pm in the Committee Room at the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

Owslebury Parish Council
Chairman: Councillor Mr J Chapman

AGENDA – COUNCIL MEETING 14th APRIL 2014

- 1) Apologies for Absence.
- 2) Disclosure of Interests for Agenda Items.
- 3) To approve the Minutes of the Parish Council Meetings held on 10th March and 25th March 2014 (Enclosed).
- 4) Police Report.
- 5) County and District Councillor Reports.
- 6) Flood mitigation.
 - a) To consider next steps in relation to land and drainage management so as to mitigate future flooding (including related representations/discussions with HCC, WCC and Environment Agency).
- 7) To Hear Public Questions and Comments.
 - a) Planning Applications – Statement of Intent from Owner or Agent and Public Comments
 - b) Other Agenda Items – Public Comments.
- 8) Planning.
 - a) To consider Planning Applications (Attachment A)
 - b) To consider Planning Decisions. (Attachment B).
 - c) To consider any new enforcement matters (Clerk).
 - d) To consider measures to protect Parish landscape and wildlife, notably during pre-planning application clearance of land, and during construction.
 - e) To determine the Council's response to SDNP consultation on CIL (Attachment C).
- 9) Highways.
 - a) To consider progress, if any, on matters related to roads works at Colden Common.
 - b) To consider amendment to the Parish Plan in connection with flood mitigation. (Attachment D).
 - c) To consider organisation of annual litter pick of rubbish on highways and verges.
 - d) To consider proposed routes for buses and coaches re Boom Town festival.
 - e) To consider any general matters.
- 10) Aircraft noise
 - a) To determine response (if any) to consultation on proposed increase in airspace for Farnborough Airport (Lasham Gliding Club letter enclosed)
- 11) Rights of Way.
 - a) To consider any general matters.
- 12) Open Spaces, Recreation and Play Grounds.
 - a) To receive a report on the Council's interests in Land in the Parish, including Common Land (summary enclosed).
 - b) To consider any general matters.
- 13) Communications.
 - a) To receive a report on the introduction Mailman (hosted by Hantsnet) email system (JC).
 - b) To determine next steps in improving communications with Parishioners.
 - c) To consider any general matters.
- 14) World War 1 and D-Day Commemorations.
 - a) To receive a report from the Advisory Committee on their deliberations and recommendations (Attachment E).
 - b) To determine 'next steps' and timetable.
 - c) To consider any general matters.
- 15) Community Transport (Clerk)
 - a) To receive a report on the initial work undertaken by the Transport Adviser (Attachment F).
 - b) To consider next steps in improving community transport.
 - c) To consider any general matters.
- 16) Burial Ground
 - a) To receive a report on the outcome of the public consultation.
 - b) To determine the next steps.
- 17) Finance, administration and statutory matters (Clerk).
 - a) To note payments made since last meeting, receipts and to approve proposed payments (Attachment G).
 - b) To consider the preliminary financial outcome for 2013/14 and to approve Reserves, and amendment to 2014/15 budget (Attachment H).
 - c) To consider the proposed Transparency Code and to determine the Council's response (Attachment I).
 - d) To determine whether the Council wishes to take advantage of the removal of S150(5) LGA 1972 (Attachment J)
 - e) To consider any general matters.
- 18) Clerk's Report. (Attachment K).
- 19) Matters previously discussed and deferred to future meetings (Attachment L).
- 20) Information exchange and Agenda Items for the Next Meeting.
- 21) To confirm date of Annual Parish Meeting (Clerk).
- 22) Date of next OPC meeting -12th May 2014.

Michael Cleary
Clerk and Responsible Financial Officer

ATTACHMENT A: PLANNING APPLICATIONS

SDNP 14/01244FUL	Stable Cottage, Marwell Wildlife, Owslebury
Proposal:	Change of use from single occupancy staff residential to staff administration offices (Part retrospective)
Closing date:	18/04/14

SDNP 14/01079/HOUS	Old Wells Cottage, Main Road, Owslebury
Proposal:	Retention of attached double garage and creation of new vehicular access.
Closing date:	15/04/14

ATTACHMENT B: PLANNING DECISIONS

SDNP/14/00348/FUL	Marwell Wildlife, Owslebury
Proposal:	Development of three, single storey animal houses, a raised boardwalk, reuse of an existing building to provide a visitor toilet block, a children's play area, and landscaping including re-contouring, and demolition of existing animal buildings
Decision:	Approved

ATTACHMENT C: SDNP CONSULTATION ON COMMUNITY INFRASTRUCTURE LEVY

The SDNP Authority has issued a Consultation Paper on the proposed CIL (www.consult.southdowns.gov.uk) and invites comments with a deadline of 30th April. There is considerable detail in the consultative document and reference should be made to the SDNP website for the various reports. Extracts of some of the key points are set out below:

*The Community Infrastructure Levy (CIL) is a new system of charges that the South Downs National Park Authority will use to raise funds from developers...The funds raised will be used to deliver a wide range of infrastructure across the National Park. Funding for 'Infrastructure' can include new road schemes, schools, community services, sports and leisure facilities and green infrastructure. CIL funds can be spent on the provision, improvement, replacement, operation or maintenance of this infrastructure. **Fifteen per cent of CIL funds received (up to a total of £100 per existing home in the parish) are passed directly to parish councils to spend on infrastructure projects of their choice.***

The proposed charges are shown below and the full document can be viewed on the Authority's website (www.southdowns.gov.uk/cil). CIL charges are set at a rate of pounds per square meter (£/m²) multiplied by new internal floorspace. After the CIL is adopted in 2015, all new developments listed will pay a charge...

New homes in Petersfield, Lewes, Petworth, Midhurst (Zone 1) £150 (£/m²)

New homes in Liss (Zone 2) £100 (£/m²)

New homes in all other areas (Zone 3) £200 (£/m²)

Supermarkets, superstores and retail warehouses £120 (£/m²)

All other development 0 (£/m²)

There are a series of questions in the Consultation ranging from the proposed instalment plan for the payments of fees to the charging schedule itself.

(The proposed arrangements appear to be different from those for WCC eg there is mention of parishes being able to 'bid' for additional funds, and the WCC CIL is £80 per square metre).

Councillors are requested to read the Consultative Documents and determine:

- a) whether to submit individual response or, as requested by SDNP, a Parish response;
- b) the responses to be included in a Parish Return or
- c) delegate to the Clerk.

ATTACHMENT D: PROPOSED AMENDMENT TO PARISH PLAN

Following the recent flooding throughout the Winchester District and more specifically in Owslebury, Council determined at its last meeting to add an additional objective to the Parish Plan in relation to flood mitigation. The proposed wording – in the same style as that for the rest of the Plan – is as follows:

Flooding

What's the issue?

The exceptionally bad weather in late 2013/early 2014 resulted in flooding in the village. After a lot of hard work and much anxiety, a number of Parishioners narrowly escaped their homes being flooded. Agricultural land, fields, paddocks and gardens were flooded and important traffic routes were closed due to severe flooding on the lanes in the Parish, causing considerable inconvenience to Parishioners.

How does the Parish Council intend to address the issue?

The Parish Council will:

- 19. in the short term, work with Hampshire Highways and, where necessary, landowners to clear the existing ditches and gullies, most notably in Hurst, Whaddon, Hensting Lanes and Owslebury Bottom; and*
- 20. for the longer term, work with the Environment Agency and Hampshire Highways to consider the additional flood mitigation measures which should be taken arising from flood water from Cheesefoot Down and the known springs along the route from the Down to the River Itchen. Such measures should include the need for additional ditches and gullies to channel flood water, and greater control over the flow of flood water in and around Owslebury Bottom and at Hensting Farm.*

Council is requested to approve the above for incorporation in the Plan

ATTACHMENT E: ADVISORY COMMITTEE RE WORLD WAR 1 AND D-DAY COMMEMORATIONS

Notes of meeting of Advisory Committee held at Councillor Paul Phillips' home on 1st April 2014.

1. Present: Paul Bowes (Chairman)(PB), Councillor Paul Phillips (PP), Councillor Mark Egerton (ME), Michael Cleary (Clerk)(MC).
In attendance: Councillor John Chapman (JC).

EXHIBITION

New points agreed at the meeting:

2. Hampshire Records staff member with Exhibition experience may be able to spare an hour or two to advise on set-up of Owslebury Exhibition. PB to discuss/arrange (PB)
3. Meeting to be arranged at Hampshire Records to consider material that may be able to lend/copy for the Exhibition (PB)
4. Consideration to be given to video diary with Betty Harfield and John Dunford. This would require a laptop for the Exhibition (PB/PP)
5. 12 boards should be available locally – to be transported to Sandra Dunford's barn for painting – taken to Church on day before Exhibition for preparation and then taken by hand to Parish Hall.

Points raised at previous meetings:

6. It was agreed the Exhibition would take place between 1pm and 4pm on Saturday 21st June and Sunday 22nd June, at the Parish Hall. Set-up will be on Friday 20th June.
7. PP will organise tables and chairs, whilst being mindful of the needs of the Church Fete. (PP/JC).
8. Typing, if 'text' software is not available, will be undertaken by the Bartholomew and Norris daughters, and Mary Phillips (if extra help needed) (PP-typing/MC -software)
9. The key issue is recruiting volunteers to assist in collation, research, organisation and presentation:
 - a. PP or PB to discuss with Helen
 - b. Betty Harfield and Jill Hancock have already volunteered to assist on the afternoons of the Exhibition
 - c. JC/PP to contact Penny
 - d. PP/PB to discuss with Cathy Fox
 - e. News article to be placed in Owslebury Newsletter (PP)
 - f. Consideration to be given to full run of Newsletter (£50) (All) – Council approval will be needed (MC)
 - g. PB to contact Liz (Porteous) for distribution of flyers – cost of flyers to be approved by Council (MC)
10. JD will provide material in addition to Betty Harfield and Cathy Fox, for group to copy. Mary Phillips may type-up entries in JD's father's diary (PP)
11. Rota of helpers needs to be prepared (PP)
12. PCC to be approached to allow preparation of display stand material to be completed in Church and then moved to the Hall (PB)
13. Wording of Flyer agreed and will be distributed using Liz Porteous network – mid April.
14. Flyer to be combined with Owslebury Information Network launch. Wording to be agreed (MC/JC).
15. ME offered to investigate possibility of Flyer printing (330 copies) being undertaken by his office (ME).

REMEMBRANCE STONE.

New points agreed at the meeting:

16. Revised cost estimates to be obtained based on 1mtr highx1mtr wide x 80cm deep with 'maximum' number of letters (to be priced in pence per letter). (Note: ME already declared a personal and pecuniary interest should the order be placed). ME
17. JC agreed to investigate possibility of arranging transport from one of his contacts (JC).
18. Photograph of Stone and Wall options to be placed in Newsletter for Parishioners to comment (PB).
19. Laurence Ruffell to be chased re whether planning permission would be required for the Stone option (JC/MC).

Points raised at previous meetings

20. ME has arranged for plans and costings for Remembrance Wall in brick, brick and flint, and in stone. The costings should be available by 10th March (ME)
21. PB has arranged for the inscriptions (2 plaques) to be costed and also the plaque for the Remembrance Garden (PB).
22. PB noted he had visited Mrs Chapman's garden and it would seem that the proposed 'Wall' (or Stone) could be placed outside her sight lines.
23. Similarly PB had sat in all 3 seats on the Glebe Field and he felt the 'Wall' (or Stone) would not detract from the view.
24. Stone to be placed near to Jubilee Table, not visible from house opposite. Consideration to be given to foundation and 'flower beds' (PB).

FINANCIAL MATTERS

New points agreed at the meeting:

25. Fund raising to take place after article placed in Newsletter (PB/MC)
26. Based on estimated costs, and support from HCC, OMCA and OPC at levels previously agreed, the amount required to be raised from personal contributions is under £1000 and 'within reason'. MC to update Council (MC)

Points raised at previous meetings:

27. PB noted the PCC had decided that any contributions towards the Commemoration should be personal contributions, and not from PCC funds.
28. PP noted that so far as he is aware, OMCA will provide the funds (£300) previously indicated by them.

Michael Cleary

ATTACHMENT F: COMMUNITY TRANSPORT

At its last meeting the Council agreed to the appointment of Ellen Catterson as Transport Adviser. Ellen has been very active in this role and attended a major scene setting conference at HCC. Her note is set out below.

In essence there would appear to be every chance that public bus transport will be cut further in the foreseeable future. There is clear advice from HCC to the effect that community transport arrangements, provided in part by volunteers, should be seriously considered to compensate for the withdrawal of public bus services. Such arrangements exist in other parishes (and Bishop's Waltham has offered to help set-up such a service in Owslebury).

Ellen is exploring a number of alternatives including a 'loop' in the Twyford bus service to take account of Owslebury.

In the meanwhile HCC is inviting comments and **Council needs to determine whether it wants to submit a response to the formal HCC consultation (www.hants.gov.uk/transportconsultation2014), leave it to individual Councillors or delegate the matter to the Clerk.** A further report on Ellen's work will be provided to Council at its next meeting.

Extracts from Ellen Catterson's note to Clerk

General themes I read into the talks – in my words of course:

- 1. Cuts are coming again*
- 2. There is much more now to help you set up your own bus service, but generally through grants and voluntary workers*
- 3. Only legal requirements are to cover kids to school and a bus service for OAPs who are entitled to a bus pass (so daytime service only). Otherwise everything else is scope to be removed..*

Village Agents (Karen Ferries): *Presentation about the use of volunteers (VAs) to work with HCC and obtain useful info for the older community to help in the village, assisted by Age Concern. I think this is trying to get the communities back up and running in villages like it was in maybe the 50s. Also says VAs can help set up your own transport system if you want to.*

Upside: There is a volunteer workforce out there already connected to the HCC with info and help who can get us started on the village transport – whatever that may be – however primarily for the older community at the moment.

Downside: Volunteers are great at the moment, but with more people working until they are 70 – me probably included in that – and also with most families having both parents working – again my situation – the availability of volunteers will not be increasing in the next few years.

BRT (Andrew Wilson): *Presentation about how successful bus routes which run straight in and out on centres. Making the main trunks more attractive and effective, but attracting those which live just on either side of the bus trunks with the 'side effect' of non trunk routes becoming unviable. I would suggest we and many other parishes are one of 'side effects'. There are many grants available (from the Local Sustainable Transport Fund) for very specific reasons, and the 'Self Help Toolkit' connects villages/communities into the resources and can help them procure a bus and run their own service.*

Upside: If main trunks are more cost effective and profit making there may be scope for them to be more community minded without incurring major loss – idea of loops off the main trunks to connected disconnected villages.

Downside: Bus companies only want to run profit based routes and do not want to lose any money unless they are forced to cover areas they don't want to.

Passenger Transport Review (Pete Shelley?): Review happening between March and May, and then routes go out to tender after that so very little time to come up with plans. We need to complete the questionnaires and return them

Other information:

Hook run a very successful voluntarily organised taxi based service in and out of Hook to the train station, town and back about 2 miles out. It cost £65000 a year to run but they have a large pool of residents in Hook.

Hartley Witney run a successful minibus service around the village and connect to the railway station. Again voluntarily organised. I spoke to Colin Wright and although I have suggested adding Kings and Peter Symonds to our school bus to make the tenderer more attractive in terms of money in, he said he will look into it. I also suggested putting 'loop's into the main trunk routes in and out of Winchester via Twyford to get to surgery and back onto the main bus routes. He said he would look at the E1 and E2 services when they come up as this may be cheaper than having our own bus 3 times per week for just 2 hours and I suppose we may get a better service as a result. Note sure.

ATTACHMENT G: PAYMENTS AND RECEIPTS SINCE LAST MEETING**Proposed payments and actual receipts**

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
122*	138.00	HALC	Course fees Paul Phillips+ attendance at AGM
123*	370.58	M Cleary	Net Pay March
124*	246.40	Post Office Ltd	PAYE March
125*	20.75	M Cleary	Expenses March (travel £11.75; postage £2; stationery £7)
126*	25.00	Hampshire Pension Fund	Contribution to pension deficit re former Clerk
1	265.00	HALC	2014/15 subscription (Budget £265)
2	32.50	TLC	Webmaster April invoice
3	206.07	Southern Electric	Street lighting 2014/15 (Budget £200)
RECEIPTS			
	0.78	Lloyds	Interest on 30 day account
1	100.00	Owslebury Football Club	Licence fee 2014/15 season

*Cheques drawn pre or on 31st March 2014.

Council is requested to approve the above payments.

ATTACHMENT H: PROVISIONAL FINANCIAL OUTCOME FOR 2013/14 AND RESERVES, AND AMENDMENT TO 2014/15 BUDGET.

The provisional Receipts and Payments account for 2013/14 is enclosed. The spreadsheet includes comparisons against both the original budget prepared in November 2012 and the estimate discussed by the Council in November 2013.

Overall the surplus for the year is provisionally estimated at £4,779 and the total of reserves at £36,388.

This is £4,831 better than the **original** budget. This is largely because of additional grants of £2,892, lower staff costs by £3,409, lower administration costs by £593, lower insurance premiums by £555 and lower S137 payments by £1,140. These savings against the original budget were offset primarily by investment in community assets (mainly Recreation Ground) £3,044 and repayment of an over-claim of VAT, £1,526.

It is also £2,907 better than the **estimate** discussed with the Council in November 2013. This is primarily due to the receipt of the WW1/D-Day Commemoration Grant of £1,755 earlier than expected, and the delay in payment of the work on the Bank Tree, £300, and on registering the Glebe Field at the Land Registry, £277, and less than anticipated repair costs, £203.

The Council is requested to:

- a) note the provisional outcome for 2013/14;
- b) approve the following Reserves (in accordance with the Reserves Policy agreed by Council):
 - a. Legal/Planning costs reserve £500 (no change since last review)
 - b. Election expenses reserves £1,000 (no change since last review)
 - c. Community Projects reserve £18,250 (increased by £1,500 since last reviewed for kerbing grant to householders)
 - d. Christmas lights reserve £507 (no change since last review)
 - e. Play equipment reserve £1,500 (no change since last review)
 - f. WW1/D-Day Commemoration reserve £1,755 (HCC grant)
 - g. General reserve £12,876
- c) approve an amendment amounting to £577 to the 2014/15 expenses budget to reflect the deferral to 2014/15 of previously approved payments for the Bank Tree £300, and the registration costs of the Glebe £277.

ATTACHMENT I: CONSULTATION ON PROPOSED TRANSPARENCY CODE

The Department for Communities and Local Government has issued a proposed Transparency Code for parish councils with a turnover of less than £25,000 (which encompasses OPC). A copy of the proposed Code has been already made available to Councillors (further copy on request to the Clerk). In essence:

- Small councils will not require an external audit but will continue to require an internal audit (saving c£200);
- In place of an external audit, councils will need to publish additional information to the usual governance statement and accounts – location of land and assets, agendas, minutes, councillor responsibilities, internal audit report, explanations for financial variances.

None of this will cause OPC a particular problem other than the time (and related costs) involved. However, the Code also requires details of all expenditure during the year to be published. Whilst OPC publishes such information in a summary manner on a monthly basis, a detailed list of all expenditure would be particularly time consuming and costly.

The Council is requested to determine whether:

- a) to frame its responses to the Consultative Paper; or
- b) delegate the matter to the Responsible Financial Officer having taken due regard of Councillors views.

ATTACHMENT J: REMOVAL OF S150(5) OF LGA 1972

Up to now Councils have been obliged to use cheques for payments, with a least 2 signatories. The removal of S150(5) means that Councils can use electronic banking more readily, and can determine the approval requirements. An information briefing note has already been circulated to Councillors (further copy available from the Clerk).

Responsible Financial Officer's Comment: Whilst electronic banking is inevitable for OPC, that day is not yet with us. The present cheque signing arrangements are cumbersome at times, but not unworkable. OPC is a small Council with little more than 10 cheques per month to be signed. The present manual, dual signature system provides an important internal control for Councillors and should be retained until such time as the number of payments becomes excessive, or suppliers insist on internet banking.

The Council is requested to consider whether it wishes to change its current payment procedures.

ATTACHMENT K: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Glebe Field: <ul style="list-style-type: none"> Clerk to arrange for Hedleys to register the Council's ownership of its 'part' of the Glebe Field at the Land Registry. 	By When: ASAP	By Whom: Clerk
Action: Emergency Plan <ul style="list-style-type: none"> To prepare an Emergency Plan in the event of further flooding in the Parish. 	By When: September/ October	By Whom: Clerk
Action: Frequency of Council Elections <ul style="list-style-type: none"> To submit comments to WCC re continuation of 3 year cycle. 	By When: ASAP	By Whom: Clerk
Action: Protection of verges <ul style="list-style-type: none"> To enquire of HCC as to the actions they would propose to take to make good the verges damaged as a consequence of traffic avoiding the Colden Common road works. To request HCC's help in requesting tanker owners to contribute financially or otherwise to making good the verges and pot holes attributable to tanker traffic. 	By When: April April	By Whom: Clerk/JC Clerk/JC
Action: Defibrillator <ul style="list-style-type: none"> To invite the Community Defib Officer to a meeting of the Council, and to liaise with OMCA 	By When: May/June	By Whom: Clerk
Action: Owslebury Sports Club <ul style="list-style-type: none"> To arrange a meeting between the Committee and the Council, such meeting to include consideration of lease of pavilion. 	By When: May/June	By Whom: Clerk
Action: Bus Shelter <ul style="list-style-type: none"> To agree the detailed arrangements for the building of the bus shelter. 	By When: April	By Whom: Clerk/ME
Action: Protection of verges – Hurst Lane <ul style="list-style-type: none"> To obtain confirmation of acceptance of terms of grant to residents and completion of works. 	By when:	By whom: Clerk

