

Owslebury Parish Council

Chairman: Councillor Mr J Chapman

7th July 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 Annual Parish Council meeting to be held on Monday 14th July 2014 at 7.30pm in the Committee Room at the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

AGENDA
Parish Council Meeting 14th July 2014

- 1) Apologies for absence.
- 2) To receive Disclosure of interests on Agenda Items.
- 3) To approve the Minutes of the Parish Council meeting held on 9th June 2014 (enclosed).
- 4) Police Report.
- 5) To Hear Public Questions and Comments:-
 - a) Presentation – British Horse Society/Marwell bridleways
 - b) Planning Applications – Statement of Intent from Owner or Agent and Public Comments
 - c) Other Agenda Items – Public Comments. .
- 6) County and District Councillors Report.
- 7) Community Transport.
 - a) To receive a report from Ellen Catterson (Transport Adviser).
 - b) To consider next steps
- 8) Planning.
 - a) To consider Planning Applications (Attachment A)
 - b) To consider Planning Decisions. (Attachment B).
 - c) To consider Planning Appeal (Old Wells Cottage retention of garage SDNP/14/01079/HOUS) (Attachment C).
 - d) To consider any new enforcement matters. (Clerk).
 - e) To note invitation to meet with Marwell Wildlife.
- 9) Highways.
 - a) To consider outcome of discussions between County & District Councillor Humby and Andy Smith and to determine next steps.
 - b) To consider further actions to be taken to reduce speed in the Parish.
- 10) Rights of Way
 - a) To consider actions to be taken to remove excess vegetation.
 - b) To consider any general matters.
- 11) Open spaces, Recreation and Play Grounds.
 - a) To consider any general matters.
- 12) Communications Advisory Committee.
 - a) To receive an update from the Communications Advisory Committee.
 - b) To consider next steps.
- 13) Commemoration Advisory Committee.
 - a) To receive an update (if any) from the Commemoration Advisory Committee.
- 14) Burial Ground Advisory Committee.
 - a) To receive an update from the Burial Ground Advisory Committee
- 15) Community Services.
 - a) To consider the purchase of a defibrillator for the community (Attachment D).
 - b) To receive a report on the Parish Hall.
 - c) To consider participation in *Lights Out* initiative (*Email from WCC pre circulated.*)
- 16) Finance, administration and statutory matters (Clerk).
 - a) To note payments made since last meeting, receipts and to approve proposed payments (Attachment E).
 - b) To note Receipts and Payments for Quarter 1 and comparison with phased budget (Attachment F).
 - c) To consider and if thought appropriate, adopt, the proposed Recruitment Policy (Attachment G).
 - d) To consider process for grant applications under Section 137(1).
 - e) To consider any general matters.
- 17) Parish Plan
 - a) To consider progress on action points set out in the Parish Plan (Attachment H).
- 20) To consider Clerk's Report (Attachment I).
- 21) To consider matters previously discussed and deferred to future meetings (Attachment J).
- 22) Information exchange and Agenda items for next meeting.
- 23) Date of next meeting (11th August at 7.30pm).

Michael Cleary
Clerk and Responsible Financial Officer.
7th July 2014.

ATTACHMENT A: PLANNING APPLICATIONS.

SDNP 14/02567/FUL	Long Ash, Pitcot Lane, Owslebury
Proposal:	Demolition of bungalow and replacement 3 storey dwelling
Closing date (OPC):	15/07/14

WCC 14/01264/FUL	Little Ranch, Portsmouth Road, Fishers Pond
Proposal:	Use of first floor of detached garage for equestrian storage, installation of external metal staircase with door at first level and 2 no. roof lights (Retrospective)
Closing date (OPC):	15/07/14

Note: Any additional Planning Applications received between the issue of the Agenda and Wednesday 9th July will be advised to Councillors under separate cover and placed on the main notice board, so giving the statutory 3 clear days notice.

ATTACHMENT B: PLANNING DECISIONS

W21624	Little Ranch, Portsmouth Road, Fishers Pond, Eastleigh SO50 7HF
Proposal:	Minor amendment to Planning Permission 11/01246/FUL. Erection of 1 no. four bedroom equestrian workers dwelling following outline consent; Amended door and window openings; Changed to gabled porcia roof
Decision:	Accept non-material Minor amendment

ATTACHMENT C: PLANNING APPEAL RE OLD WELLS COTTAGE

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) -
PLANNING APPEAL AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION

Address of site to which the
appeal relates:

Old Wells Cottage Main Road Owslebury Winchester Hampshire SO21
1LU

Proposed development: Retention of attached double garage and creation of new vehicular
access

Appellant's name: Mr D Wilkie

Planning reference number: SDNP/14/01079/HOUS

Appeal starting date: 27th June 2014

Inspectorate Appeal Reference: APP/Y9507/D/14/2220703

I refer to the above, I write to inform you an appeal has been made to the Secretary of State against the
decision of the South Downs National Park Authority to refuse to grant planning permission.

This appeal will be determined on the basis of written representations. The procedure to be followed is set
out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England)
Regulations 2009.

As this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to
submit further comments. We will however forward copies of all representations made to us in relation to
the application, before it was determined, on to the Planning Inspectorate and the appellant. The Inspector
appointed by the Secretary of State will consider these representations when determining the appeal. You
have a right to withdraw any representations you made so that they are not taken into consideration by the
Inspector. If you wish to do so you should make this request to the Planning Inspectorate within 4 weeks
of the appeal's starting date by contacting the Customer Services Team either by emailing
enquiries@pins.gsi.gov.uk or by writing to, The Planning Inspectorate, Registry/Scanning, Room 3/05
Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN, quoting reference
number APP/Y9507/D/14/2220703.

The Planning Inspectorate will publish appeal documentation, including copies of representations received,
on the Planning Portal website. All information provided in your representation, including your name and
address, will be published. If you object to publication in this way, please contact the Planning
Inspectorate directly.

The Planning Inspectorate aims to deal with appeals which follow the procedure described above within 8
weeks of the appeal starting date. The Planning Inspectorate will publish copies of appeal decisions on the
Planning Portal website at www.planningportal.gov.uk/pcs .

ATTACHMENT D: PROPOSED PURCHASE OF DEFRIBILLATOR

The British Heart Foundation (BHF) supports 2 Defibrillators (iPad and Zoll); the Ambulance Service prefers a third make (Physio).

	iPad SP1 Wel Medical	Zoll AED	Physio Control Lifepak CR Plus
	£	£	£
Cost (excluding VAT)	850	975	800
Maximum BHF grant	<u>-400</u>	<u>-400</u>	<u>0</u>
Net cost	450	575	800
Wall bracket (ex VAT)	79	0	35
Cabinet (ex VAT)	450	450	450
Training (ex VAT)	<u>100</u>	<u>100</u>	<u>100</u>
Total cost	<u>1079</u>	<u>1125</u>	<u>1385</u>

Notes: (a) The BHF grant is not 'automatic' and may not be available to OPC. (b) the OPC power to purchase is set out in the Public Health Act 1936 S23

iPad SP1	Zoll AED
Pads can be used on children and adults	Same
Pads compatible with NHS pads	Not stated
Illustrations and voice prompts	Mainly illustration
5 year battery life/200 shocks	5 years
10 year warranty	7 year guarantee
CPR help –metronome+audio	Same

ATTACHMENT E: RECEIPTS AND PAYMENTS

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
25	36.00	HALC	Course fee Planning Framework
26	320.00	Hedge Sparrow	June grass cutting
27	254.52	M Cleary	Clerk's net pay for June
28	23.31	M Cleary	Exps June (Travel £0.86, post £5.50, Stationery £16.95)
29	169.60	Post Office	June PAYE
30	32.50	TLC	Web Masters monthly fee
31	32.45	Paul Phillips	Ink for WW1 exhibition
32	35.00	Information Commissioner	Data Protection Licence 2014
33	141.00	OPHMC	WW1 room hire £120/ OPC £21
RECEIPTS			
4	44.14	S Biggs	Collection for Parish mini bus (Minute 133/14(d) refers)
5	100.00	Scottish & Southern Electricity	Substation rent 2014

**ATTACHMENT F Receipts and Payments Account - Year Ending March
31st 2015**

		Q1 ACTUAL	Phased budget	
			Q1	Variance
		£	£	£
Opening Balance 1st April 2014		36388	36,388	0
Receipts				
Precept		11463	11463	-1
Other Receipts				
Grants & Donations	44		0	44
Grass cutting contributions	0		0	0
Playing Field - Sports Clubs	200		100	100
Substation Rent	100		100	0
Interest	2		2	0
VAT Refund	0		125	-125
Overpayment Refund	0		0	0
Total	346			
Total Receipts		11808	11790	18
Payments				
Staff Costs:				
Clerks net salary	876		970	94
PAYE	582		647	65
National Insurance - Clerk	0			0
National Insurance - OPC	0			0
Pension - OPC	25		75	50
Locum	0			0
Total	1483	1483	1692	209
Other Payments:				
Administrative Expenses:				
Postage	13		15	2
Photocopying	2		6	4
Stationary	28		40	12
Telephone/Internet	31		31	0
Travel	25		37	12
Home Working	31		31	0
Total	130	130	160	30
Chair's Expenses	20		20	0
Councillors Expenses	0		13	13
Meeting Room	137		100	-37
Subscriptions	357		357	0
Insurance	987		1400	413
Green Keeping	620		970	350
Dog Waste Bins	0		185	185
Website	130		125	-5
Training	30		72	42
Audit Charges	180		200	20
Office Equipment	0		0	0
General Maintenance	0		125	125
Play area costs	32		150	119
Street lighting	206		200	-6
Section 137	0		0	0
Community Assets - General	0		0	0
WW1 commemoration	590		0	-590

Christmas Lights	0		0	0
Parish Plan	0		0	0
VAT Paid	123		125	2
Publications	0		0	0
Election costs	0		0	0
Bank tree	300		300	0
Land registry	0		0	0
Pay phone	0		0	0
Total	3712	3712	4342	630
Total Payments			5326	6194
				868
Net surplus/(deficit) for year			6483	5596
				887
Closing Balance Q1			42871	41,984
				887

Summary of ring-fenced and general balances

	£
Ring-fenced Christmas lights (Public funding)	507
Election costs reserve	1000
Play equipment reserve	1500
Legal/png reserve	500
WW1 reserve	1755
Alternative Community Projects	18250
Community bus (Private funding)	44
General reserve	19315
	<u>42871</u>

ATTACHEMENT G: RECRUITMENT POLICY

Owslebury Parish Council Recruitment Policy.

The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of a Parish Clerk/RFO.

The Parish Council is an equal opportunity employer and applies a professional approach to recruitment.

An Advisory Committee of at least 3 Councillors will be appointed by the full Council. Councillors will be ineligible to sit on the Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Advisory Committee may appoint other persons to assist in the recruitment process.

The Advisory Committee will prepare a Job and Person Specification, advertisement, and Application form for approval by the full Council. The Advisory Committee will recommend an appropriate salary and benefits range for approval by the full Council, after taking due regard of guidance from the SLCC and NALC.

The vacancy will be advertised in the public domain using one or all of the following:

- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to complete the Application form; this must include the provision of references and curriculum vitae. The Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the full Council.

The Advisory Committee will interview the selected or short listed candidates, and prepare written notes of the interview. The Advisory Committee will make a recommendation to the full Council on the basis of a majority vote.

The Advisory Committee will provide a report to the full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the full Council. The Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and NALC.

The full Council will determine whether an offer should be made to the successful candidate but such offer shall be subject to the receipt of satisfactory references. The full Council will approve the proposed Contract of Employment.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.

Adopted by Council on xxxxxxx

ATTACHMENT H: PARISH PLAN IMPLEMENTATION REVIEW

OBJECTIVE	COMMENT ON PROGRESS
SPEED	
1 Reduction in speed limits to 20mph from The Ship to Staggs Lane	No progress; discussions stalled with no obvious interest by HCC
2 Whaddon and Hurst Lanes 30mph	Ditto
3 Morestead Road 30mph limit extended to Morestead Stables	Ditto
4 Introduction of Speed Watch	Process starting but usefulness severely limited by lack of 30 or 40 mph speed limits and appropriate safe places to use equipment
5 New signage and line markings	No progress
6 Ensure signage is clearly visible	Nearly so – Lengthsman has programme for cleaning. Some signs to be replaced by HCC
7 Country banks and verges protected	Ongoing review but no progress likely re damage caused by CC road works or tanker traffic in Lower Baybridge
CREEPING INDUSTRIALISATION	
8 Oppose planning applications which would lead to additional noise or traffic or breach Strategic Objective	On-going reviews of Applications
9 Infringement of planning regulations: where possible resolve amicably; or	Nothing brought to OPC attention as yet
10 seek early enforcement action	Limited success when asked to intervene
INAPPROPRIATE USE OF CURRENT FACILITIES	
11 Oppose Planning Applications for change of use from agri to industrial	None as yet
12 Oppose Planning Applications for change of use from residential to industrial	None as yet
PROTECTION OF KEY FACILITIES	
13 Ship Inn to be a Community Asset	Completed
14 Look favourably on any proposal to provide a central point for groceries	None put forward
COMMUNITY TRANSPORT	
15 Lobby HCC to provide transport for over 16s in education	Unlikely to make any progress given new round of cuts
16 Lobby HCC to investigate innovative community transport arrangements	Little progress
17/18 Review a voluntary scheme specifically for medical and dental appointments	Early stages of review of alternative schemes
NEW HOUSING SPACE	
19 Ensure developments 'fit-in' with Parish environment	On-going reviewing of Planning Applications
20 Ensure proposed redevelopment of exiting sites into large complexes clearly demonstrate advantage to Parish	
21 Support proposals for affordable housing	None to date
SUPPORTING GROWTH	
22 Encourage business development which does not conflict with Strategic Objective	None to date
23 Sympathetic to economically priced started units	None to date
24 Lobby for installation of Faster Broadband	Ongoing; better understanding of issues and options; still early days but no significant progress as yet
PARKS AND OPENS SPACES	
25 Maintain current open spaces	Ongoing but no material issues
26 Lobby HCC/SDNP to improve maintenance of ROW	
27 Improve signage re use of ROW by cyclists	No progress
CLUBS AND SOCIETIES	
28 Support established Clubs and Societies in the Parish	No requests for assistance to date.
29 Encourage development of Youth Club and integration of Football and Cricket Clubs	Football and Cricket Clubs have merged
30 Review need for a new Pavilion	New Club to consider need and funding
31 Encourage Clubs to provide befriending and alleviation of social isolation	Sally Tattersall appointed Village Agent; Senior Citizens Club recently formed
BURIAL GROUND	
32 Work with PCC to consider options	In hand
33 Evaluate capital and on-going costs of preferred option	In hand
COMMUNICATIONS	
34 Review Parish website	In hand
35 Work with Newsletter and encourage management to increase circulation through use of electronic media	

36 Establish Owslebury Information system	Completed
FLOODING	
37 Short term: work with HCC to clear and maintain ditches notably Hurst, Whaddon, Hensting, Owslebury Bottom	No significant progress
38 Long term: work with EA and HCC to consider flood mitigation re Cheesefoot Down	No significant progress

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

Action: Environmental/Wildlife Protection	By When:	By Whom:
<ul style="list-style-type: none"> To work with the PCC in incorporating countryside protection in the Welcome Pack for new residents; 	May/June	Clerk

Awaiting Welcome Pack from PCC

Action: Owslebury Sports Club	By When:	By Whom:
<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. 	May/June	Clerk

Invitation sent for September meeting.

Action: Bus Shelter	By When:	By Whom:
<ul style="list-style-type: none"> To agree the detailed arrangements for the building of the bus shelter. 	April	Clerk/ME

Action: Protection of verges – Hurst Lane	By when:	By whom:
<ul style="list-style-type: none"> To obtain confirmation of acceptance of terms of grant to residents and completion of works. 		Clerk

No developments as yet – action required by householders

Action: Litter Pick	By when:	By whom:
<ul style="list-style-type: none"> Chairman to discuss leadership of Litter Pick with a Parishioner. 		Clerk

Deferred to October due to unavailability of lead parishioner.

Action: Council's interest in land	By when:	By whom:
<ul style="list-style-type: none"> To note with the owners of Lower Whiteflood Farm the Council's ownership of Common Land (CL231 and to enquire as to the state of the Pond. 		Clerk

Letter sent to Lower Whiteflood Farm – awaiting response.

Action: Commemoration Projects	By when:	By whom:
<ul style="list-style-type: none"> To arrange for planning permission to be obtained; To place the order with Capital Refit on the basis of the final cost estimate; To arrange for transportation and installation; To publicise the 'Stone' in the Newsletter and to seek personal contributions. 	May/June	Paul Bowes/ Clerk

In hand

Action: BoomTown Traffic Management Plan	By When:	By Whom:
<ul style="list-style-type: none"> Letter outlining Council's concerns to be sent to relevant authorities, after due consideration of comments from Twyford Parish Council. 	ASAP	Clerk

Completed.

Action: Barbed wire	By When:	By Whom:
<ul style="list-style-type: none"> To discuss with owners of Sladford House the removal of barbed wire on the stiles. 		JC

Contact yet to be established.

Action: BoomTown	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to confirm email expressing reservation has been received by intended recipients. Clerk to advise local farmers of potential traffic issues. 	July July	Clerk

Action: Environment agency	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to obtain further information on spreading of human waste on farmland. 	July	Clerk

Action: Longwood Crossroads grass cutting	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to establish timetable for cut. 	July	Clerk

Action: Access to bridleway	By When:	By Whom:
<ul style="list-style-type: none"> Councillor to refer complaint to the Clerk. 		Clerk

Action: Remembrance Stone	By When:	By Whom:
<ul style="list-style-type: none"> To agree the final wording for the inscription on the Stone. 	ASAP	WM/JC/PP/P Bowes/ Clerk

Completed and submitted to SDNP

Action: Commemoration projects	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to establish funding implications re plaque for churchyard. 	July	Clerk

Action: Accredited Community Safety Officer	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make further enquiries re role and cost sharing with other councils. 	July/August	Clerk

