

Owslebury Parish Council

Chairman: Councillor Mr J Chapman

3rd June 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 9th June 2014 at 7.45pm or, if later, immediately after the Annual Parish Assembly, in the Committee Room at the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

AGENDA
Annual Parish Council Meeting 9th June 2014

- 1) Apologies for absence.
- 2) Election of Chairman for 2014/15.
- 3) Election of Vice Chairman for 2014/15.
- 4) To receive from all Councillors their Declaration of acceptance of office, Declarations of interest and acceptance of the Code of Conduct.
- 5) To receive Disclosure of interests on Agenda Items.
- 6) To appoint Parish Council Representatives for 2014/15 and to confirm terms of reference relating thereto (Attachment A).
- 7) To approve the Minutes of the Parish Council meeting held on 12th May 2014 (enclosed).
- 8) Procedural and constitutional matters.
 - a) To approve Standing Orders for 2014/15 (pre-circulated. Copy available from Clerk).
 - b) To confirm Financial Regulations as adopted by Council on 12th May 2014.
 - c) To confirm Risk Assessment as adopted by Council on 10th March 2014.
 - d) To confirm Complaints Procedures as adopted by the Council on 11th November 2013 (copy enclosed)
 - e) To confirm the Council's policy for considering Freedom of Information requests (pre-circulated. Copy available from Clerk)
 - f) To confirm the Council's policy for its dealing with the press (pre-circulated. Copy available from Clerk).
- 9) To review and confirm insurance arrangements for all insured risks (Clerk).
- 10) To confirm dates, times and place or ordinary meetings of the Council for 2014/15.
- 11) 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.
- 12) Police Report
- 13) County and District Councillors reports.
- 14) Planning.
 - a) To consider Planning Applications (Attachment B)
 - b) To consider Planning Decisions. (Attachment C).
 - c) To consider any new enforcement matters. (Clerk).
- 15) Highways.
 - a) To consider outcome of discussions between County & District Councillor Humby and Andy Smith and to determine next steps.
 - b) To consider any further and better information on proposed BoomTown traffic management plan.
- 16) Rights of Way
 - a) To consider any general matters.
- 17) Open spaces, Recreation and Play Grounds.
 - a) To consider any general matters.
- 18) Communications.
 - a) To receive an update from the Communications Advisory Committee.
 - b) To consider next steps.
- 19) Commemoration Advisory Committee
 - a) To receive an update (if any) from the Commemoration Advisory Committee.
- 20) Community Services.
 - a) To consider the purchase of a defibrillator for the community.
 - b) To consider participation in joint recruitment of an Accredited Community Safety Officer (letter from Leader of WCC pre circulated to councillors – copy available from Clerk).
- 21) Finance, administration and statutory matters (Clerk).
 - a) To note payments made since last meeting, receipts and to approve proposed payments (Attachment D).
 - b) To consider Internal Auditor's review for 2013/14 (enclosed)
 - c) To review and approve the Annual Return for 2013/14 – Section 1 Accounting Statement and Section 2 Annual Governance Statement for Owslebury Parish Council together with Reconciliation of Balance Sheet at as at 31st March 2014 (Enclosed).
 - d) To consider any general matters.
- 20) To consider Clerk's Report (Attachment E).
- 21) To consider matters previously discussed and deferred to future meetings (Attachment F).
- 22) Information exchange and Agenda items for next meeting.
- 23) Date of next meeting (14th July at 7.30pm).

Michael Cleary
Clerk and Responsible Financial Officer.

ATTACHMENT A:

OWSLEBURY PARISH COUNCIL 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.

Adopted by the Parish Council June 2013

ATTACHMENT B: PLANNING APPLICATIONS.

SDNP 14/02188/FUL	Ridge Way Lower Baybridge Lane, Owslebury
Proposal:	Demolition of an existing dwelling and construction of 1 no. four bedroom dwelling (amendment to existing planning permission SDNP 13/00419/FUL.
Closing date (OPC):	10/06/14

SDNP 14/02024/FUL	Alpaca Meadow, Hensting Lane, Owslebury
Proposal:	Change of use of land for siting of a temporary mobile home for occupation by an agricultural worker.
Closing date (OPC):	10/06/14

SDNP 14/02070/FUL	.Owslebury Parish Council
Proposal:	Remembrance Stone for WW1 and D-Day commemoration to be placed on front of Glebe Field with planters either side.
Closing date (OPC):	N/A

ATTACHMENT C: PLANNING DECISIONS

SDNP14/ 01244/FUL	Marwell Wildlife, Thompsons Lane, Owslebury
Proposal:	Change of use from single occupancy staff residential to staff administration office
Decision:	Approved

SDNP14/01079/HOUS	Old wells Cottage, Main Road, Owslebury
Proposal:	Retention of attached double garage and creation of new vehicular access.
Decision:	Refused

SDNP 14/01568/FUL	Mares Lane Bungalow Hensting Lane Owslebury
Proposal:	Construction of a replacement dwelling .
Decision:	Approved

ATTACHMENT D: PAYMENTS

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
15	986.92	Zurich Municipal	2014/15 premium
16	32.50	TLC	Webmaster monthly fee
17	20.00	John Chapman	Chairman's allowance
18	347.06	M Cleary	Clerk's net pay for May
19	230.80	Post Office Ltd	PAYE for May
20	79.25	M Cleary	Exps May (Travel £10.13, post £4.74, Stationery £2.18, 1/4ly phone/broadband £30.95, home working £31.25)
21	180.00	JK Murray	Internal audit fee 2013/14
22	116.25	OPHMC	Room hire
23	291.14	Southern Planning	Drawings and Plans for Remembrance Stone (VAT £48.52; Minute 108/14 refers)
24	200.00	Hedge Sparrow	Grass cutting - May
RECEIPTS			
	0.84	Interest	Monthly interest on 30 day account
	100.00	Owslebury Cricket Club	Recreation Ground Fee 2014/15 season

ATTACHMENT E: 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; To prepare notices for publication emphasising the need to protect the countryside and the Council's intention to request Enforcement measures when necessary.. 	May/June	Clerk
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
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
Action: Litter Pick	By when:	By whom:
<ul style="list-style-type: none"> Chairman to discuss leadership of Litter Pick with a Parishioner. 		Clerk
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. To request the owners of Great Hunts Place to act on the Council's behalf as stewards of the Common Land CL233. 		Clerk
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
Action: Communications	By When:	By Whom:
<ul style="list-style-type: none"> Invite Editor or representative of Owslebury Newsletter to join the Communications Advisory Committee. Arrange for the Committee to meet to review all media options. 	ASAP June/July	Clerk Clerk
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. Follow-up of matters of main concern in relation to TMP, including participation in coach test of proposed route 	ASAP	Clerk Clerk/JC
Action: Whaddon Lane earth and rubble	By When:	By Whom:
<ul style="list-style-type: none"> Removal of earth and rubble by HH/CCN. 	May	Clerk
Action: Traffic speed	By When:	By Whom:
<ul style="list-style-type: none"> To assess the outcome of discussions between Rob Humby and Andy Smith. To instigate a Speedwatch trial 	June June/July	All ST/Clerk

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. 	May/June	JC/Clerk

Action: Burial Ground	By When:	By Whom:
<ul style="list-style-type: none"> Arrangements to be made for Burial Ground Advisory Committee to meet to consider facts and options. 	June/July	Clerk

ATTACHMENT F : MATTERS PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETING.

Action:	By When:	By Whom:
<p>Traffic management</p> <ul style="list-style-type: none"> To await a report from Andy Smith in January/February, following his review, on the possibility of measuring average speed of traffic in Whaddon and Hurst Lanes, Main Road and Morestead Road and reductions in speed limits and/or additional road markings to assist in traffic calming; To work with County and District Councillor Humby in organising a multi parish meeting with the Police and Traffic Management to establish 'what is possible', as a prelude to determining any additional steps the Council might take including points, priority signage, 'Slow' markings, virtual pavements To consider the possible introduction of Speed Watch 	<p>April</p> <p>April</p>	<p>ST/JC</p> <p>RH</p> <p>ST</p>

Action:	By When:	By Whom:
<p>Pitcot Lane</p> <ul style="list-style-type: none"> To obtain proposals from Hampshire Highways on options considered at on-site meeting to relieve flooding in the Lane. 	<p>January/February</p>	<p>Clerk</p>

Action:	By when:	By whom:
<p>Flooding/Council's interests in land</p> <ul style="list-style-type: none"> To consider outcome of review by WCC/HCC/HH/Environment agency of flood mitigation measures following January/February floods; To review Stag Lane Pond on completion of flood mitigation review. 		<p>Clerk</p>

Action:	By when:	By whom:
<p>Community transport</p> <ul style="list-style-type: none"> To liaise with Ellen Catterson as appropriate on public and community transport matters and report back to Council. 	<p>June/July</p>	<p>Clerk</p>

Action:	By When:	By Whom:
<p>Emergency Plan</p> <ul style="list-style-type: none"> To prepare an Emergency Plan in the event of further flooding in the Parish. 	<p>September/October</p>	<p>Clerk</p>