

**Owslebury Parish Council**  
**Chairman: Councillor Mr J Chapman**

5th March 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 10th March 2014 at 7.45pm in 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 10<sup>th</sup> MARCH 2014**

- 1) Apologies for Absence.
- 2) Disclosure of Interests for Agenda Items.
- 3) To approve the Minutes of the Parish Council Meetings held on 10<sup>th</sup> February and 26<sup>th</sup> February 2014 (Enclosed).
- 4) Police Report.
- 5) County and District Councillor Reports.
- 6) Frequency of Council Elections.
  - a) To consider contributing to public consultation. (Attachment A).
- 7) Legislative changes.
  - a) To consider commenting on Local Audit and Accountability Act- Draft Regulations re openness (Attachment B).
- 8) 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.
- 9) Planning.
  - a) To Discuss Planning Applications and Request for Local Consultation (Attachment C)
  - b) To Discuss Planning Decisions. (Attachment D).
  - c) To consider any new enforcement matters (Clerk).
- 10) Highways.
  - a) To consider progress, if any, on matters related to roads works at Colden Common.
  - b) To consider matters (including amendment to Parish Plan) in relation to land and drainage management so as to mitigate future flooding (including related representations/discussions with HCC, WCC and Environment Agency). (Report on previous flood enclosed)
  - c) To consider organisation of annual litter pick of rubbish on highways and verges.
  - d) To consider any general matters.
- 11) Rights of Way.
  - a) To consider representatives (if any) to attend Paths to Partnership Conference (Attachment E)
  - b) To consider any general matters.
- 12) Open Spaces, Recreation and Play Grounds.
  - a) To receive a report on progress of discussions between Owslebury Football and Cricket Clubs (ME).
  - b) To consider the provision of a shelter at the Recreation Ground bus stop (ME).
  - c) To consider any general matters.
- 13) Communications.
  - a) To consider establishment of email facility with Hantsnet and to approve the related expenditure (Attachment F);
  - b) To confirm the purchase of *Owslebury.org* website.
  - c) To receive a report on the follow-up to the workshop with Owslebury Newsletter.
  - d) To determine next steps in improving communications with Parishioners.
- 14) World War 1 and D-Day Commemorations.
  - a) To receive a report from the Advisory Committee on their deliberations and recommendations (Attachment G).
  - b) To approve the inscription for the proposed Plaque for the Remembrance Garden and the related expenditure.
  - c) To approve expenditure on obtaining drawings of options for remembrance wall.
  - d) To determine 'next steps' and timetable.
  - e) To consider any general matters.
- 15) Community Transport (Clerk)
  - a) To consider the appointment of an Advisory Committee on community transport matters
  - b) To consider any general matters
- 16) Resource sharing
  - a) To receive a report on recent meeting with other parishes in connection with resource sharing (JC).
- 17) Finance, administration and statutory matters (Clerk).
  - a) To note payments made since last meeting, receipts and to approve proposed payments (Attachment H).
  - b) To consider the purchase of a defibrillator (Attachment I).
  - c) To review and confirm Risk Register (Attachment J)
  - d) 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) Date of next OPC meeting -14<sup>th</sup> April 2014 (Meeting Room).



## ATTACHMENT A: CONSULATATION ON COUNCIL ELECTIONS

### Clerk has highlighted certain paragraphs in red

The Local Government Boundary Commission has decided to review the City Council's electoral arrangements, as part of the national review programme. Later in the year, the Commission's review will look at Council size (the number of Councillors) and will revise the Wards which Councillors represent. Its proposals will be implemented in the 2016 elections.

Before the Commission undertakes its own review, **City Councillors can also decide whether they wish to change the existing system of elections by thirds to whole (or all-out) elections.** The Council's choice will then be taken into account when the Commission reviews the warding arrangements, which will also be implemented in 2016.

There are 57 Winchester City Councillors and, at present, they are elected by thirds. So each year, one third of the Council (19 Councillors) is elected for a four year term of office. The difference between the three year electoral cycle and the four year term of office means that one year in every four no City Council elections take place. County Council elections are held in that 'vacant' year – the next being 2017 – and are fixed in national legislation and will not change.

There is an alternative to this cycle of thirds and that is to hold whole Council elections once every four years. In other words, all 57 Councillors come up for election at the same time and there are no further scheduled City Council elections (apart from any by-elections) for four years, when the whole Council comes up for election once more. Election by halves (e.g. as in Fareham), is not available to councils like Winchester as they are not currently using that system.

At its meeting on 8 January 2014, the City Council decided to ask the public before making a decision; there is no preferred option at this stage. **So this consultation wants to know how you would like to elect your Councillors in the future – one third as now or a change to whole Council elections once every four years.** Here is some more information to help you make your choice:-

#### Advantages of the one third system

- The Council is more frequently accountable to the electorate
- Voters are more regularly engaged with the democratic process
- The number of new Councillors being elected is usually far less than with whole Council elections. Therefore some experience is retained and change can be managed more effectively.

#### Advantages of the whole Council (all-out) system

- It provides a four year term of office for an Administration to deliver its programme
- It avoids 'voter fatigue' by not asking the electorate to vote so often
- It costs less to hold whole Council elections

#### Other Information

- **Parish Council elections are currently linked to an election year in the relevant City Council Ward. So if there is a change to whole Council elections, all 43 parish councils would also hold their elections on the same day as the City**

## Council.

- Staying with election by thirds will require a Council size divisible by 3 to create 3 member wards across the District. The Commission has indicated that a very strong case would have to be made on community identity grounds for any exceptions to this pattern – and it would be unusual to have more than one or two exceptions in any Council area.
- Even if the Council remains with elections by thirds, there will still be an all-out election in 2016, to give effect to the warding changes made by the Commission. Thereafter, elections by thirds would continue in 2018 onwards, with the Councillors who were elected with the lowest votes in each ward coming up for election first.
- Whole Council elections do not need a Council size divisible by 3. There can be a mixture of 3, 2 or 1 Member wards, which will make it easier to reflect community identity, particularly in the more rural areas. The Council could also ask for single Member wards across the whole District – but this approach may make it more difficult to reflect community identities.
- If the Council changes to whole Council elections in 2016, it may be possible to make the first term three and not four years, if it was considered beneficial to bring the Council into line with other authorities nationally who already have all-out elections i.e. 2019 and then 2023, 2027 etc thereafter.
- City Council elections are always combined with Parliamentary or European elections in those years when they fall together (and therefore all costs are shared equally). So to produce a realistic savings figure for changing to whole Council elections, the calculation has to be averaged out over a 20 year period. On that basis, a change to whole Council elections would achieve a potential average annual saving of £50,000, assuming that the change came into effect in 2016.
- A change to whole Council elections has to be retained for a minimum of five years.
- The Commission will be undertaking its own public consultation on Council size and warding arrangements in the summer/autumn of 2014.

### **Who else is consulted and who makes the final decision?**

In addition to consulting the public, we will be seeking the views of Hampshire County Council and all Parish Councils in our District, together with political parties and a number of other interested community groups.

At the end of the consultation process, a report will be prepared which summarises the responses received and this will be submitted to Members. The final decision will be taken by a Special Meeting of Council and any move to whole Council elections would have to be approved by a majority of at least two-thirds of the Councillors voting at the meeting.

### **How do I make my views known?**

**We would like to know whether or not your council wishes to see a change and the reasons for your decision. You will note that the public are being invited to respond via the website, but we would prefer parishes to comment by letter or by e-mailing Chris Ashcroft ([cashcroft@winchester.gov.uk](mailto:cashcroft@winchester.gov.uk)) direct, as parish views will form an important, separate part of our final report.**

**The closing date for this consultation is Friday 14 March 2014.**

## **ATTACHMENT B: LOCAL AUDIT AND ACCOUNTABILITY ACT – CONSULTATION ON OPENNESS OF LOCAL GOVERNMENT BODIES DRAFT REGULATIONS**

**The Clerk would draw Councillors attention to the paragraphs he has marked in block type.**

### Executive Summary

• The Local Audit and Accountability Act received Royal Assent on 30 January 2014 and makes provision for:

- the abolition of the Audit Commission;
- the accounts of local and certain other public authorities and the auditing of those accounts;
- the appointment, functions and regulation of local auditors;
- data matching;
- examinations by the Comptroller and Auditor General relating to English local and other public authorities;
- the provision about the publication of information by smaller authorities;
- compliance with codes of practice on local authority publicity;
- access to meetings and documents of local government bodies;
- council tax referendums;
- polls consequent on parish meetings.

• The Government has invited comment from the National Association on the draft Openness of Local Government Bodies Regulations 2014, which covers filming and the use of social media at council meetings and the recording of decisions taken by officers under delegated powers, which they are minded to make as soon as is practicable.

### Draft Openness of Local Government Bodies Regulations 2014

A copy of the Local Audit and Accountability Act 2014 is attached to this briefing (it is in pdf. format and is 122 pages long) and can also be accessed online at:

[http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga\\_20140002\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga_20140002_en.pdf)

**Section 40 of the Local Audit and Accountability Act 2014 gives the power to the Secretary of State to make regulations about filming and the use of social media at council meetings and the recording of decisions taken by officers under delegated powers.**

A copy of the draft regulations is attached (it is in pdf. format and is 6 pages long) and a summary is set out below.

The Regulations amend the:

- Public Bodies (Admission to Meetings) Act 1960, “the 1960 Act”
- Local Government Act 1972, “the 1972 Act”
- Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, “the 2012 Regulations

The Regulations:

- **Allow any person to attend a public meeting of a relevant local government body for the purposes of reporting.**
- **‘Reporting’ is defined in the regulations as:**
- **Filming, photographing or audio recording of proceedings;**
- **Using any other means for enabling persons not present to see or hear proceedings of a meeting as it takes place or later;**
- **Reporting or providing commentary on proceedings of a meeting, orally or in writing.**
- **Allow any persons with the aim or reporting to use any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities, during or after the meeting.**
- **Do not affect the current circumstances in which a private meeting may be held or a person**

**may be excluded (for example, where exempt information would be disclosed or in the case of disorderly conduct).**

Regulation 3 amends the 1960 Act to apply the policy to:

- parish councils;
- parish meetings;
- the Council of the Isles of Scilly.

Regulation 4 amends the 1972 Act to apply this policy to:  
[list of other bodies affected deleted]

Regulation 5 amends the 2012 Regulations to apply the policy to councils operating executive arrangements to ensure a consistent approach.

### **Record of Decisions and Access to Documents**

The Regulations also:

- **Require a written record to be made of any decision that has been delegated to an officer of the relevant local government body under a specific express authorisation, or under a general authorisation where the effect of the decision is to grant permissions or licences, affect the rights of individuals, award contracts or incur expenditure which materially affects the body's financial position;**
- **Require that the written records are made available to the public at the relevant body's offices, on their website if they have one, by post if requested and on receipt of payment for copying and postage, and through any other means thought appropriate by the local government body;**
- **Require the written record to be available for public inspection for at least 6 years, and any supporting documentation for at least 4 years;**
- **Provide a criminal penalty for non-compliance. A person who has custody of documents which should be available for inspection, will commit an offence if that person refuses to disclose or intentionally obstructs the disclosure of such documents under these Regulations. The penalty for the offences is a fine not exceeding level 1 - that is £200 - on the standard scale. This replicates the existing penalty for failure to disclose or obstructing the disclosure of documents in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.**

This part of the Regulations applies to the same local government bodies as listed above, but will not apply to decisions on executive matters in councils operating executive arrangements as there are already equivalent provisions in the 2012 Regulations to cover these decisions.

The draft Regulations are subject to the affirmative resolution procedure, under which both Houses of Parliament must expressly approve the draft regulations before they can be made.

Please send comments on the draft regulations to [victoria.pymm@nalc.gov.uk](mailto:victoria.pymm@nalc.gov.uk) by at the latest 12.00 noon on 10 March 2014 (BY AGREEMENT, DEADLINE FOR OPC EXTENDED TO 11<sup>TH</sup> MARCH).

### **ATTACHMENT C: PLANNING APPLICATIONS**

WCC 14/00355/FUL	Thistleridge Farm, Portsmouth Road, Fishers Pond
Proposal:	Erection of agricultural building.
Closing date (WCC):	120314
<b>Closing date: OPC</b>	120314

SDNP 14/00348/FUL	Marwell Wildlife, Owslebury
Proposal:	Development of 3 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.
Closing date (WCC):	270214
<b>Closing date: OPC</b>	110314

The agents for the owners of Hydes Barn, Fawley Lane, Morestead have written to the Clerk to enquire whether the Council wishes to express any preliminary comments on a proposal recently submitted (but not yet publicised) for the conversion of existing barn buildings to residential use (Class C3). A similar application (SDNP 12/02536/FUL) was made in October 2012 and was refused permission; OPC objected to that application primarily as insufficient consideration had been given to wildlife protection. The agents have listed a series of measures the owners have taken, or will take, to protect wildlife and this would seem to be the primary reason for seeking the Council's comments. The original Notice of Refusal, OPC objection note and the agent's latest letter are enclosed (for Councillors).

### **ATTACHMENT D: PLANNING DECISIONS**

None reported to-date. The Clerk will update the Council if further information is available by the time of the meeting.

## **ATTACHMENT E: PATHS TO PARTNERSHIP CONFERENCE**

**Dear Parish/Town Council Clerk**

**Invitation to 'Paths to Partnership', 5th June 2014**

**I am writing to invite representatives of your Council to a half-day conference in June, titled "Paths to Partnership: working with parishes to manage countryside access and rights of way".**

**Parish and Town Councils are often the organisations closest to the community, and we recognise that you are typically involved in resolving many and varied issues, including those relating to rights of way and countryside paths. We welcome the initiatives of many Councils in working with us to improve access to the countryside. With the support of Hampshire Association of Local Councils, we are therefore offering a session which will:**

- Provide up-to-date information on policy, law and who to contact**
- Give an opportunity to speak to officers about local issues on a one-to-one basis**
- Provide advice and ideas to give confidence in improving paths and addressing local concerns**
- Offer funding and assistance through the Small Grants Scheme and other sources**

**There will be a few presentations, but the emphasis will be on workshops, displays, demonstrations and advice. We hope to make it a lively and inspiring event, so we do hope that you can attend!**

**Ben Marsh Parish Conference 2014 invitation**

## **ATTACHMENT F: HANTSNET**

The Parish Plan includes the objective of improving communications with Parishioners. The recent floods, road closures and contentious planning applications all underline the need for better and timely communication. The Council has considered adopting an email facility similar to that adopted by Twyford and Colden Common Parish Councils whereby Parishioners who register with their Council receive timely communication on a range of topical or important matters which affect their daily lives. Reliance on notice boards and the website to provide information is ineffective as people simply do not use them on a regular basis, and the Owslebury Newsletter does not currently meet all the Council's requirements. Information direct to the Parishioner's email box is far more effective.

Clearly there are security and Data Protection issues involved and this is why both Twyford and Colden Common Parish Councils use the *hantsnet* services provided by HCC on their secure servers. HCC currently charges £110 per year for the use of their servers. I understand Twyford have about 1/3<sup>rd</sup> of households using their service (probably more now following the flooding). This took some years to achieve, but if Owslebury is able to emulate this degree of penetration, it would mean c100 households using the new service at a cost of a little over £1 per annum to the Council. This issue would need to be considered by the Advisory Committee already established to review the website and associated matters.

**It will take a little while to get *hantsnet* up and running and Council is requested to authorise entering into an annual contract with *hantsnet* at an initial cost of £110 per annum.**

## **ATTACHMENT G: ADVISORY COMMITTEE RE WORLD WAR 1 AND D-DAY COMMEMORATIONS**

### **Paul Bowes (chairman) notes on meeting held on 17<sup>th</sup> February 2014**

We discussed:

Plaque one : on the wall in the Churchyard

QUOTE

A Memorial Garden, created by villagers in 1919,  
to remember The Fallen of the Great War  
1914 – 1918

lay close to this notice

Placed by Owslebury Parishioners 4<sup>th</sup> August 2014

UNQUOTE

Plaque two

QUOTE

Memorials to The Fallen of two World Wars are displayed inside Saint Andrew's Church

UNQUOTE

Plaque three

QUOTE

This Memorial marks the Centenary of the outbreak of the First World War, 4<sup>th</sup> August 1914 ,  
and 70 years since D-Day, the invasion of Normandy in the Second World War, 6<sup>th</sup> June 1944  
made possible through donations from Owslebury residents and organisations and  
Hampshire County Council

UNQUOTE

### **Memorial Wall and seat**

We discussed

The possibility of

A

(i) A wall, about 2.1 meters long, and about 1 metre high, combining a chair on the  
south side, and a Memorial stone on the north side.

(ii) As per the attached very rough draft sketch

(iii) Made of differing materials – brick, flint and brick, clad in stone,

B

(i) A similar wall, but without the seating arrangement

curved to fit around the Owslebury Jubilee Table,

Radius table + seat = 1.05 metres

to fit north of the Table.

In both cases, there would be a paved area, between the two “arms”.

The two “arms” would initially hold flowers.

If the flower beds are not maintained, we could cap the “arms”.

### **MARK EGERTON**

Is going to ask his friend John to prepare one or two drawings, possibly  
in electronic form.

John is asked to put forward suggestions of his own – he may have a better idea.

We hope to have these published in the next issue of the Newsletter, seeking response from Village residents( closing date lunchtime Monday 3<sup>rd</sup> March 2014 ).

A further meeting took place on 4<sup>th</sup> March and an oral update will be provided at the meeting.

**ATTACHMENT H: PAYMENTS AND RECEIPTS SINCE LAST MEETING**

**Proposed payments and actual receipts**

Voucher	Amount (£)	Payee	Purpose
<b>PAYMENTS</b>			
114	32.50	TLC	Webmaster invoice
115	25.00	Hampshire Pension Fund	Monthly contribution to pension deficit
116	20.00	John Chapman	Chairman's exps Nov 2013 – January 2014
117	313.30	MJ Cleary	Clerk's net pay February
118	212.00	Post Office (HMRC)	Clerk's PAYE for February
119	74.71	MJ Cleary	Expenses for February (travel £4.81+paper £4.70+post £3.00+1/4ly home working £31.25+1/4ly telephone and broadband £30.95)
120*	25.00	TLC	Web purchase
121	86.85	OPHMC	Room hire (December – February)
<b>RECEIPTS</b>			
19	1755.00	HCC	Grant re WW1 & D-Day

\*Contingent upon approval of agenda item 13(b).

In addition to the above approval is sought to pay HALC £50 for Paul Phillips attendance at the annual meeting, on receipt of the invoice.

The Cash book balances (reconciled to the latest bank statements) to £37,187 (including ring fenced funds, of which Community Projects Reserve is £13,706, WW1 £1,755 and Xmas Lights £507).

**Council is requested to approve the above payments.**

## ATTACHMENT I: PROPOSED PURCHASE OF DEFIBRILLATOR

**From:** Peter Hackett [mailto:[Peter.Hackett@scas.nhs.uk](mailto:Peter.Hackett@scas.nhs.uk)]  
**Sent:** 12 February 2014 08:06  
**To:** [jgchapman@bcs.org](mailto:jgchapman@bcs.org)  
**Subject:** Public Access Defibrillators

Dear Mr Chapman

I would like to introduce myself, I am an ambulance Paramedic and the Community Defib Officer for Hampshire.

As an Ambulance Service we are currently contacting rural areas where we believe an Automated External Defibrillator (AED) may be of benefit to the community.

The survival rate following a cardiac arrest decreases by 10-14% per minute without early defibrillation. A shock delivered within 5 minutes of a cardiac arrest can increase your chance of survival by up to 75%

With the knowledge that AEDs saves lives, we are proud to progress with this project to get AEDs into rural areas and get help to people within this crucial 5 minutes of a cardiac arrest.

Working in co operation with yourself, we would like to give your council an opportunity to help your local community by installing an AED.

Should you wish any further information please feel free to contact me and I would be glad to help in any way I can. I would also be very willing to come and give a short presentation to the council if they felt it would be of benefit to them.

Kind regards

Pete

Pete Hackett  
Community Defib Officer  
South Central Ambulance Service NHS Foundation Trust

**ATTACHMENT J: RISK REGISTER 2014/15**

Significant changes to 2013/14 Risk Register are highlighted in red

**PROPOSED Owslebury Parish Council Risk Assessment**

To be adopted by Council 10th March 2014

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Owslebury Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

**FINANCIAL AND MANAGEMENT**

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at its meetings At the precept meeting the Council receives a budget report, including actual position and projected position to the end of year, indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Winchester City Council. The figure is submitted by the Clerk in writing. <b>In addition the Council maintains reserves, one of which is a General Reserve equating to between 6 and 9 months budgeted expenditure.</b>	Existing procedure adequate.
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements and has adopted the NALC model.	Existing procedure adequate Review the Financial regulations when necessary

**OWSLEBURY PARISH COUNCIL  
RISK ASSESSMENT CONTINUED**

Fraud – General	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements. All cheques must be at least dual signed by two Councillor signatories. No petty cash. Clerk's timesheet and exps reviewed by chairman or vice chairman. <b>Regular bank reconciliation by the Clerk with occasional checks by Chairman.</b>	Existing.
Fraud – payroll	Inadequate checks	L	<b>Clerk maintains payroll records including RTI for PAYE/NI. Clerk's salary based on SLCC scales and reviewed/approved annually.</b>	<b>Councillor to review PAYE/NI records to ensure all payments up to date</b>
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £100. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
VAT	Loss of income to parishioners	L	Included in Financial Regulations. <b>VAT claim submitted quarterly if over £100; reconciled to cash book and reviewed by Councillor.</b>	Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M	All activity and payments within the powers of the Parish Council resolved at full Council meetings and reviewed by Internal Auditor. <b>Where necessary advice sought from HALC/Hedleys</b>	Continued monitoring by Clerk and Chair.
Inadequate insurance cover	Loss of capital or income to parishioners	M	Annual review undertaken by Clerk and reviewed by Chair. Presented to full Council.	Existing procedure adequate
Electronic records	Loss of vital information	M	Back up copy of computer records undertaken monthly and kept at Clerk's home	Investigate off-site storage of back up eg using cloud technology
Legal records	Loss of contracts and title to property	M	<b>Clerk maintains files of contracts and title at home.</b>	<b>Consideration to be given to off-site storage.</b>
Website	Loss of website through unavailability of webmaster/dispute.	M	<b>Good relationship with webmaster, and website monitored on daily basis.</b>	<b>Consider review of security including passwords and training to take-over website.</b>

**PHYSICAL ASSETS**

Loss or damage re physical assets	Loss of use or capital loss to parishioners	L	Annual review of assets for insurance purposes. No buildings owned by OPC, so mainly benches, notice boards, shelters, office machinery etc. physically inspected by Clerk	Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M	Annual review of assets apart from Play area – <b>regular review by Clerk, interim inspection and annual inspection by risk assessor.</b>	Existing procedure adequate

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

Action:	By When:	By Whom:
Glebe Field: <ul style="list-style-type: none"> <li>Clerk to arrange for Hedleys to register the Council's ownership of its 'part' of the Glebe Field at the Land Registry.</li> </ul>	ASAP	Clerk
Action:	By When:	By Whom:
Burial Ground <ul style="list-style-type: none"> <li>The consultative letter, duly signed by the Chairman and the Vicar (on behalf of the PPC), should be distributed to parishioners subject to the inclusion of information on the potential use of the Glebe Field, email addresses and a deadline of the end of March for responses.</li> </ul>	ASAP	Clerk/Paul Bowes
Action:	By when:	By whom:
Marwell Wildlife <ul style="list-style-type: none"> <li>To write to Marwell Wildlife proposing they keep the Council and community better informed about developments at the Park.</li> </ul>	February	Clerk/JC
Action:	By when:	By whom:
Marwell Yard <ul style="list-style-type: none"> <li>To enquire as to reasons for request for Lawful Development Certificate for buildings yet to be built and for extended delay in dealing with enforcement matters.</li> </ul>	March	Clerk
Action:	By when:	By whom:
Communications <ul style="list-style-type: none"> <li>To review the website as part of the wider communications strategy.</li> </ul>	April	WM/JC/ Clerk
Action:	By when:	By whom:
Protection of verges – Hurst Lane <ul style="list-style-type: none"> <li>To obtain confirmation of acceptance of terms of grant to residents and completion of works.</li> </ul>		Clerk

