

Owslebury Parish Council

Chairman: Councillor Mr J Chapman

1st September 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 8th September 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
Owslebury Parish Council Meeting 8th September 2014
7.30pm Committee Room, Owslebury Parish Hall

- 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 11th August 2014 (enclosed).
- 4) Police Report.
- 5) 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. .
- 6) County and District Councillors Report.
 - a) To update Council on further discussions, if any, with Traffic Management in relation to speed issues.
 - b) To update Council on any further progress in relation to flood mitigation reviews.
- 7) Electoral review and Parish boundary anomalies.
 - a) To consider whether to make representations to WCC and/or the Boundary Commission in connection with review of Parish/Ward boundaries. (Attachment A)
- 8) Planning.
 - a) To consider Planning Applications (Attachment B).
 - b) To consider Planning Decisions (Attachment B).
 - c) To consider any new enforcement matters.
 - d) To consider participation in Twyford Neighbourhood Plan (Attachment C).
- 9) Highways.
 - a) To receive an update on the implementation of a SpeedWatch trial.
 - b) To consider further actions to be taken to reduce speed in the Parish.
 - c) To consider further review of matters in connection with community transport (Attachment D).
 - d) To consider any general matters.
- 10) Rights of Way.
 - a) To consider any general matters.
- 11) Open spaces, Recreation and Play Grounds.
 - a) To meet with the Sports Club managing committee to consider matters of common interest.
 - b) To consider the main terms to be included in a new agreement with the Sports Club for the use of the Recreation Ground and Pavilion (draft agreement circulated).
 - c) To consider any general matters.
- 12) Commemoration Advisory Committee.
 - a) To receive an update, if any, from the Commemoration Advisory Committee.
- 13) Communications Advisory Committee.
 - a) To receive an update from the Communications Advisory Committee.
 - b) To authorise the Clerk to introduce a new website and terminate the agreement with TLC.
 - c) To approve costs of transferring domain name ownership information to the Clerk (£28).
 - d) To approve the cost of appropriate security for the new website (£36.28).
- 14) Burial Ground Advisory Committee.
 - a) To receive an update, if any, from the Burial Ground Advisory Committee.
- 15) Finance, administration and statutory matters (Clerk).
 - a) To note payments made since last meeting, receipts and to approve proposed payments (Attachment E).
 - b) To consider draft Grant Application policy (Attachment F).
 - c) To consider any general matters.
- 16) To consider Clerk's Report (Attachment G).
- 17) To consider matters previously discussed and deferred to future meetings (Attachment H).
- 18) Information exchange and Agenda items for next meeting.
- 19) Date of next meeting (13th October 2014).

Michael Cleary
Clerk and Responsible Financial Officer.
1st September 2014.

ATTACHMENT A: ELECTORAL REVIEW AND PARISH BOUNDARY ANOMALIES.

Dear Colleague,

Further to my e mail last Friday about the commencement of the Polling District Review, I now need to raise another issue with you involving boundaries.

As you may recall, the Boundary Commission is about to commence a district ward boundary review, which will (subject to final Commission approval next week) be based on the City Council's decision to reduce its membership from 57 to 45 Councillors from 2016. You will be receiving a communication direct from the Commission shortly after 26 August explaining more about the review and how your council can participate.

Unfortunately, that review cannot also change parish boundaries but a Community Governance Review (CGR) can! Therefore, we are planning to commence a CGR early in 2015 to address (and hopefully rectify) any parish boundary problems. The purpose of writing to you now is to ask if there are any such anomalies with your boundaries which you might be raising once the CGR has commenced. Getting such information at this stage is not only helpful in terms of planning future work but, if possible, it will allow us to design the new district ward boundaries in such a way that will facilitate any subsequently agreed parish changes – or at least not make them more difficult to achieve!

We do not need 'chapter and verse' at this stage, just a few words to give us the location of the boundary problem and a brief outline of what needs to be done to make it more satisfactory in your view. Replies to me please before the end of September would be very helpful.

Thanks for your co-operation.

Chris

Chris Ashcroft

ATTACHMENT B: PLANNING APPLICATIONS.

SDNP	
Proposal:	
Closing date (OPC):	

None received since the last Council meeting.

Note: Any Planning Applications received between the issue of the Agenda and Wednesday 3rd September will be advised to Councillors under separate cover and placed on the main (statutory) notice board, so giving the statutory 3 clear days' notice.

ATTACHMENT B: PLANNING DECISIONS

SDNP	
Proposal:	
Outcome	

No Planning Decisions announced since the last Council meeting.

ATTACHMENT C: NEIGHBOURHOOD PLANNING

Background information.

Extracts from Government publication (<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning>)

What is neighbourhood planning?

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

What can communities use neighbourhood planning for?

Local communities can choose to:

- set planning policies through a neighbourhood plan that is used in determining planning applications. For further details in this guidance click [here](#).
- grant planning permission through Neighbourhood Development Orders and Community Right to Build Orders for specific development which complies with the order. For further details in this guidance click [here](#).

Neighbourhood planning is not a legal requirement but a right which communities in England can choose to use. Communities may decide that they could achieve the outcomes they want to see through other planning routes, such as incorporating their proposals for the neighbourhood into the Local Plan, or through other planning mechanisms such as Local Development Orders and supplementary planning documents or through pre-application consultation on development proposals. Communities and local planning authorities should discuss the different choices communities have to achieving their ambitions for their neighbourhood.

What are the benefits to a community of developing a neighbourhood plan or Order?

Neighbourhood planning enables communities to play a much stronger role in shaping the areas in which they live and work and in supporting new development proposals. This is because unlike the parish, village or town plans that communities may have prepared, a neighbourhood plan forms part of the development plan and sits alongside the Local Plan prepared by the local planning authority. Decisions on planning applications will be made using both the Local Plan and the neighbourhood plan, and any other material considerations.

Neighbourhood planning provides the opportunity for communities to set out a positive vision for how they want their community to develop over the next ten, fifteen, twenty years in ways that meet identified local need and make sense for local people. They can put in place planning policies that will help deliver that vision or grant planning permission for the development they want to see.

To help deliver their vision communities that take a proactive approach by drawing up a neighbourhood plan or Order and secure the consent of local people in a referendum, will benefit from 25 percent of the revenues from the Community Infrastructure Levy arising from the development that takes place in their area.

Communities without a parish or town council will still benefit from this incentive. If there is no Parish or Town Council the charging authority will retain the Levy receipts but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding. Charging authorities should set out clearly and transparently their approach to engaging with neighbourhoods using their regular communication tools e.g. website, newsletters, etc. The use of neighbourhood funds should therefore match priorities expressed by local communities, including priorities set out formally in neighbourhood plans.

ATTACHMENT D: COMMUNITY TRANSPORT

At the July Council meeting Ellen Catterson (Transport Adviser to the Council) updated members on the progress she had made in her review of community transport. She noted that the HCC review of local bus services is currently in progress, and the outcome is expected to be announced in October. The outcome of the review is important in determining the Council's approach to community transport (eg taxi share arrangements managed by a volunteer) and a further update will be provided in due course.

However, in discussion with Ellen, Council asked for further information on community bus options – the purpose of this note.

Community bus or minibus facilities are in place in many villages and fill the gap left by cuts in public transport services. Twyford and Colden Common have their own minibus services, and Upham uses the Southern Parishes minibus service (but it tends to be focused on the Bishop's Waltham area rather than Winchester). These community services are used for shopping trips and access to leisure activities by all age groups and are considered to be 'invaluable'. It should be noted that villages like Colden Common and Twyford are very significantly larger than Owslebury and this gives them a larger pool of voluntary resources as well as high usage rates.

There is an umbrella organisation in Winchester which assists community groups in the set-up and running of community transport arrangements.

In broad terms the key factors for consideration include the following:

1. Is there a high enough (regular) demand for a pay-as-you-go community transport service which would make such service self-financing, or with an acceptable level of subsidy from the Council?
2. Is there a willing and able volunteer to manage the service – bookings, arranging drivers, managing mini bus service arrangements or hire arrangements etc, taking cash from passengers, paying bills, dealing with 'emergency' situations?
3. Are there at least 3 volunteer drivers for the minibus – aged under 21- 70 and able to demonstrate they can drive a minibus?

The bus itself can either be bought through a combination of grants and public appeals or rented, either on a weekly or ad hoc basis.

The capital cost of a 16 seater (including driver) minibus suitable for Owslebury ranges (approximately) from £30k second hand (2006 plate with 40k mileage) to £55/£60k new – the VAT position is not straightforward but in essence for minibuses which are adapted for wheelchair use the VAT should be recoverable. On top of this there are the usual costs of insurance, servicing and regular public licence inspections. This has not been investigated further at this stage.

As regards the renting of a vehicle (max 15 passengers), Colden Common Community Care charge:

- £2.50 for a booking fee:
- £1.25 per mile under 30 miles;
- 90p per mile 31-70 miles;
- 20p per mile thereafter..

It should be stressed that Colden Common Community Care operates for the benefit of Colden Common parishioners and no discussions have taken place as to whether they would be prepared to provide the minibus for Owslebury parishioners.

Nonetheless using the Colden Common rates as an example, if OPC rented a mini bus for 1 return journey into Winchester on a Saturday – about 20 miles return – the cost would be as follows:

- a) For a leisure pursuits (usually 2.5 hours duration) the minibus would need to return to base empty and then return (empty) to collect the passengers ie 2 round journeys- cost £52.50. If there were 15 passengers, the pay-as-you-go cost to them would be £3.50; with 10 passengers it would be £5.25 (probably the limit people would wish to pay).
- b) For a shopping trip to Tesco or Sainsbury's (Waitrose, Hedge End, Aldi, Liddell would be more expensive) of say 45 minutes duration with the mini bus waiting at the supermarket ie only 1 return journey, the cost would be 27.50 of £1.83 per passenger with 15 passengers or £2.75 with 10 passengers .

Clearly there would be no insurance and other such costs, but Owslebury would need to provide the driver and the administrator.

A further option is the use of the Alresford minibus. This has been offered to us by Alresford Town Trust (a contact of Paul Bowes) on 'generous terms' but yet to be finalised. In broad terms they seek a long term arrangement for the hire of the bus. A contribution of about £100 per year would be expected plus a mileage rate. They are keen to help set up a service renting a mini bus which will be not fully used by them in the near future (as they are about to acquire a new one).

So, if the renting (or capital) option is to be worthwhile pursuing, Council needs to establish whether it would be realistic to expect a regular demand for such a service from an average of about 15 residents per journey, and whether 3 volunteer drivers and an administrator can be recruited. This could be assessed using the usual channels of website/newsletter/email/notice board. Council is requested to decide whether it wishes to pursue the matter further at this stage.

4. ATTACHMENT E: RECEIPTS AND PAYMENTS

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
48	20.00	J Chapman	Chairman's allowance April- July
49	32.50	TLC	Webmasters fee September
50	540.00	South Central Ambulance Trust re defib case	Defibrillator case (as per budget): Net cost £450+ Vat £90 – Minute 169/14
51	100.00	South Central Ambulance re training donation	Donation for defibrillator training session. Minute 169/14
52	280.13	M Cleary	Clerk's net pay August
53	186.40	Post Office Ltd	PAYE August
54	68.45	M Cleary	Clerk's Exps (travel £2.75+Post £3.50+ £31.251/4ly ~Home working allowance + 1/4ly Phone and broadband £30.95)
55	200.00	Hedge Sparrow	August grass cutting
56	36.28	M Cleary	Purchase of Akismet security software for new website
RECEIPTS			
	27.00	Sontonia cycling club	Donation re Glebe Field parking
	150.00	Public donations	Commemoration events

ATTACHMENT F: DRAFT GRANT APPLICATION POLICY.

Owslebury Parish Council

Grant and donations policy (Section 137(1) LGA 1072).

Owslebury Parish Council has a small budget for the award of grants and donations to provide support to community organisations. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not-for-profit and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the full Council.

Eligibility:

Unless otherwise determined by the Council:

1. Grants or donations will only be awarded to voluntary groups or charitable organisations with governance procedures acceptable to the Council, and with separate bank accounts. Under no circumstances will grants or donations be awarded to individuals.
2. Grants will not be awarded to regional or national organisations, unless they are for a specific project in the Owslebury and Morestead area.
3. Additional applications within a 12 month period will not normally be considered.

Conditions:

Unless otherwise determined by the Council, the following conditions will apply to all grants and donations:

1. The grant or donation must be used for the purpose for which the application was made.
2. If the organisation/group is unable to use the grant or donation for the stated purpose, all monies must be returned to the Parish Council.
3. All awards must be properly accounted for and, if requested by the Clerk, evidence of expenditure must be provided. If the Council is not satisfied with the arrangements, the grant/donation must be refunded to the Council without undue delay.

Applications:

Applications should be made in writing to the Clerk, giving details of the charitable organisation or voluntary group, full details of the request and how a grant or donation would benefit local residents, and confirming acceptance of the above grant or donation conditions.

Adopted by Council on xxxxxx

ATTACHMENT G: 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; 		Clerk

Welcome Pack now available but insufficient room for policies of this nature

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. 	September	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. 	October	Clerk/ME

In hand

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

Should commence within 4 weeks

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: 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: 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

No further development at this stage.

Action: School bus	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain whether school bus is permitted to use Whaddon Lane.. 		Clerk

Action: Rights of Way	By When:	By Whom:
<ul style="list-style-type: none"> HCC/SDNP should be urged to take urgent, immediate, action to improve the ROW in Pitcot Lane, the surface of which was now dangerous to the public; Landowners should be encouraged to keep ROW clear of excessive vegetation and where the ROW was well used by parishioners and could/would not be cleared by landowners, parishioners should inform the Council; The ground around Marwell needed attention and the Clerk should write to Kayti Harvey, British Horse Society, expressing the Council's support for the Society's endeavours, with the help of Marwell Wildlife and the Countryside Access Department, to improve the bridleways in that area. 	ASAP	Clerk

Action: Parish Hall	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to investigate possibility and related obligations of the Council taking on Trusteeship of the Hall. 	October	Clerk

In hand

Action: Woodland View Stables	By When:	By Whom:
<ul style="list-style-type: none"> To establish outcome of Enforcement review as to implementation of planning conditions. 	October	Clerk

Action: SpeedWatch	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to establish whether 6 volunteers can be recruitment and equipment hired from Twyford/Colden Common on acceptable terms. Clerk to establish whether Morestead Road can be included in SpeedWatch trial. 	September/ October	Clerk

Action: Litter/Fly tipping	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to draft a letter of comment to the Inquiry. 	October	Clerk

Action: BoomTown traffic	By When:	By Whom:
<ul style="list-style-type: none"> Council to consider matter further in due course. 	October	All

Action:	By When:	By Whom:
<ul style="list-style-type: none"> to remind Parishioners of the need to cut hedges; to ask Landowners to discharge their statutory duty to ensure Rights of Way are cleared of obstacles eg trees and are passable; to request the Countryside Department for guidance on how to deal with landowners who do not maintain rights of way, 	ASAP	Clerk

Action: Barrier at Greenhill	By When:	By Whom:
<ul style="list-style-type: none"> Discuss with local landowners need for barrier and, if so, related funding. 		Clerk

Action: Defibrillator	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for acquisition of defibrillator 		Clerk

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

Action:	By When:	By Whom:
Pitcot Lane <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. 		Clerk

Action:	By when:	By whom:
Flooding/Council's interests in land <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. 		Clerk

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