

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
14th APRIL 2014
COMMENCING AT 7:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair)

Parish Councillors: Mark Egerton, Will Martin (from 72/14 onwards), Roger Page, Paul Phillips, Gerry Tull.

IN ATTENDANCE

Clerk and Responsible Financial Officer (RFO): Michael Cleary.

District Councillor Laurence Ruffell (left the meeting at 9.05pm).

County and District Councillor Rob Humby (left the meeting at 9.30pm).

Paul Bowes (Chair, Commemoration Advisory Group (left the meeting at 9.30pm).

8 members of the public were present (left at varying times).

APOLOGIES.

Parish Councillor Sally Tattersall.

69/14 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Councillor Egerton noted his personal and prejudicial interest in relation to the proposed Remembrance Stone. He also noted one of his business interests had provided advice (for no charge) to the Commemoration Advisory Committee. Councillor Tull noted his personal and prejudicial interest in a matter concerning a specific area of common land. Councillor Chapman noted his personal interest in a matter concerning a planning application. Councillor Phillips noted his personal in matters concerning St. Andrew's Church.

70/14 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 10TH MARCH AND 25TH MARCH 2014

The draft minutes of the Parish Council meetings held on 10th and 25th March 2014 had been previously circulated. All Councillors noted their acceptance of the Minutes, and it was **Resolved** unanimously that they were a true record.

71/14 POLICE REPORT

The Police could not attend the meeting and there was no Police Report. The Clerk noted that the Police Website recorded 1 incident of criminal damage to a vehicle in Hensting Lane for February 2014 – the latest information publically available.

72/14 COUNTY AND DISTRICT COUNCILLOR REPORTS

In his report, County and District Councillor Humby noted in particular the following matters:

- a) discussions were in hand with the Environment Agency, HCC and Officers in respect of flood mitigation. He noted these would include the flood emanating from Longwood Down and affecting the C9 road, Owslebury Bottom, Hensting Lane, Mare Lane and Hazeley Road on its way to the River Itchen. The review would include drainage issues, notably at Owslebury Bottom and Hensting Lane. The scale of the recent flood emergency was evident in the utilisation of some 100 Council staff and 200 contractors to deal with the many issues faced by residents;
- b) the Colden Common water main road works should be completed by the end of the Easter holiday break. The temporary traffic lights at Fishers Pond would be manned at peak time so as to reduce traffic queues;
- c) he noted the traffic arrangements for the Boom Town Festival involved the use of the Hazeley Road for coaches. He would be attending the next Boom Town planning meeting to consider the arrangements further;

- d) a review was currently in hand in relation to subsidised transport routes. He would continue to work to 'pull together' local parishes where common solutions to community transport issues may be appropriate, notably in using Bishop's Waltham as a hub;
- e) consideration may be given to the damage caused to verges from excessive volumes of traffic using country lanes during the Colden Common road works.

In his report District Councillor Ruffell noted in particular the following matters:

- f) he was concerned the Parish Council did not appear to have been consulted by SDNP on the conversion of agricultural barns to residential homes at Hazeley Farm, on the border between Twyford and Owslebury parishes (5 two bedroom, 2 four bedroom and 1 five bedroom homes).

Action:	By When:	By Whom:
Hazeley Farm barn conversions		
<ul style="list-style-type: none"> • District Councillor Ruffell to provide the Clerk with additional information; 	ASAP	Lawrence Ruffell
<ul style="list-style-type: none"> • the Clerk to write to SDNP expressing concern over lack of consultation. 	ASAP	Clerk

- g) he noted that 52% of the public who responded to the recent consultation on the electoral system, and 13 of the 16 parishes, recommended a continuation of the current electoral arrangements – WCC would also recommend to the Boundary Commission a continuation of the current system;
- h) the Mayor's reception for those involved with the recent flood emergency had been well attended.

73/14 FLOOD MITIGATION

In the light of County and District Councillor Humby's report (72/14(a)) the Council **Resolved** unanimously to defer consideration of flood mitigation matters in the Parish until further and better information is made available following the planned discussions between the Environment Agency, HCC and Officers.

74/14 PUBLIC QUESTIONS AND COMMENTS

- a) **Planning Applications – statement of intent from owner or agent and public comment.**
There were no comments on planning applications.

- b) **Other agenda items –public comment.**

- i. **Common land.**

Mr John Ward of Great Hunts Place commented on the small area of common land (CL233 – 0.02acres) on the boundary of his property and Whaddon Lane. The land was situated on a bend on a busy lane and its position was unsuitable for the 'casual visitor'. The land had been fenced by the previous owner, most probably for Health and Safety reasons. It had been 'opened up' in the last few weeks for access to his property. He noted he would be prepared to return the land to its former state with top soil and a fence or hedge on the Whaddon Lane side of the land, again for health and safety reasons.

Mr Nigel White commented that the land had been a pond in the 1960s/70s and used to help drain the lane. The former owner had fenced the land for safe-keeping but it remained a Parish asset, and may be of use again for drainage purposes in the future. The land should be kept in a proper and tidy state and protected for the benefit of the Parish,

A Parishioner enquired of the Ward's as to their intentions in connection with the planting of trees on the work being undertaken at Great Hunts. After some exchange of views, the Chairman ruled the matter was not germane to an item on the Council's Agenda and closed the discussion.

- ii. **Additional burial ground**

Mr Paul Bowes commented he was encouraged by the public response to the recent consultation – about 15% of parishioners submitted comments. The result of the 'voting' had clearly demonstrated that most parishioners felt additional land should be acquired. The Reverend Jonah Watts commented that on present trends the existing burial ground would run out of space within the next 4 to 5 years. In the absence of an additional ground, the Church would need to consider closure of the present burial ground and to pass responsibility to WCC. He noted that the family of a parishioner who wished to be buried at St Andrew's currently pay a fee of £269, whereas a burial elsewhere in the District could cost as much as £1,877. The Council and PCC would therefore need to consider the options for a new burial ground, bearing

in mind the lead time for dealing with purchase, environmental, preparation and consecration matters is generally 18 months. In response to a question, he noted that under Canon Law people who reside in a Church Parish, or reside elsewhere but are entered on the Church electoral roll, have the right to be buried in the Church graveyard.

75/14 PLANNING

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

The Council **Resolved** unanimously to submit ‘no comment’ to SDNP/WCC on the Application

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

The Chairman, having declared his interest in the matter, did not participate in the debate or subsequent decision. Councillors considered the Application. They had no particular concerns about the new vehicular access or the garage having considered an earlier Application and submitted ‘no comment’ to SDNP/WCC. However, concern was expressed at the materials/tiling used for the garage roof – the tiling was not in accord with the original Application and had attracted adverse comment from Parishioners. There were mixed view as to merits of the new Application and in particular the retention of the tiling on the garage roof. After discussion it was **Resolved** (3 votes in favour, 1 against and 1 abstention) the Council should ‘object’ to the Application.

b) Planning Decisions.

The Clerk noted that permission had been granted for Marwell Wildlife’s application (SDNP/14/00348/FUL) for the development of 3 single storey animal house, raised broadwalk re-use of an existing building as a visitors toilet block, children’s play area, landscaping and demolition of exiting animal houses.

c) Enforcement.

The Clerk confirmed there were no new Enforcement matters to bring to the Council’s attention.

d) Protection of the landscape and wildlife

Concern had been expressed at previous meetings about the clearing of land, removal of trees and hedges, possibly without due regard for wildlife. Some landowners/developers took their responsibilities for the protection of the countryside and wildlife seriously whereas others seemingly had little regard for such matters. The Clerk outlined the current law and practice with regard to the protection of wildlife, trees and hedges.

After discussion of the issues involved, the Council **Resolved** unanimously to:

- i. work with the PCC in the preparation of a Welcome Pack for new residents stressing the need to protect the countryside;
- ii. publicise in the Newsletter, the proposed new website, school and with developers and landowners intending to build in the Parish, the need to protect the countryside, and the Council’s firm intention to request Enforcement measures where necessary.

Action:	By When:	By Whom:
Environmental/Wildlife Protection <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 where necessary. 	May/June	Clerk

e) Proposed SDNP Community Infrastructure Levy (CIL)

Councillors noted the material difference in the proposed CIL charges for the SDNP when compared with those for WCC. The Council **Resolved** unanimously to delegate to the Clerk completion of the SDNP consultation questionnaire on the proposed CIL. In so doing the Clerk should take into account

the scale of the proposed charges and the need for some consistency with those for WCC, given that parts of the Parish were within the jurisdiction of WCC, and other parts in that of SDNP.

Action:	By When:	By Whom:
Proposed CIL –SDNP <ul style="list-style-type: none"> Clerk to complete consultation questionnaire and submit to SDNP. 	April	Clerk

76/14 HIGHWAYS.

a) Colden Common road works.

The Council noted the comments made by County and District Councillor Humby (72/14(b)) and **Resolved** to monitor the progress made on the road works and the possible disruption to the Parish.

b) Amendment to Parish Plan - Flooding.

The Council **Resolved** unanimously to include flood mitigation in the objectives set out in the Parish Plan (Appendix 1).

c) Litter Pick.

Councillors noted that individual Parishioners were already clearing the Lanes of rubbish on a regular basis. However the Council agreed that focus was needed on particular Lanes. The Chairman agreed to approach a Parishioner to lead the process.

Action:	By When:	By Whom:
Litter Pick <ul style="list-style-type: none"> Chairman to discuss leadership of the litter pick with a Parishioner. 	May	JC

d) Boom Town Festival – proposed route for coaches.

Councillors noted the Clerk would be attending the next meeting of Boom Town and Councillor Page would endeavour to join him. The Clerk was asked to report back to Council at its next meeting.

e) Whaddon Lane BT Openreach work – Councillors expressed concern about the proposed closure of the upper part of Whaddon Lane for up to 2 weeks, and asked the Clerk to make further enquiries.

Action:	By When:	By Whom:
Boom Town – traffic routes <ul style="list-style-type: none"> The Clerk to report back on outcome of planning meeting with Boom Town. 	May	Clerk

Action:	By When:	By Whom:
Whaddon Lane closure <ul style="list-style-type: none"> The Clerk to ascertain further information on the reasons for the proposed closure of the Lane. 	ASAP	Clerk

77/14 AIRCRAFT NOISE.

Councillors considered the issue of potential additional noise arising from the re-routing of aircraft as a result of the expansion of Farnborough Airport. They did not consider the Farnborough proposals would have any significant impact on noise in the Parish but would monitor the position.

78/14 RIGHTS OF WAY.

Councillors noted an issue with fallen branches on the Woodman Hill track, and with the fly tipping of asbestos material in Red Lane/Popes Lane. Councillor Phillips also noted the continuing problem with the state of the Monarch’s Way (follow-up already on list of Action points to discuss with Hampshire Highways).

Action:	By When:	By Whom:
Rights of Way <ul style="list-style-type: none"> The Clerk to report broken branches to HCC; The Clerk to report fly tipping to WCC. 	May	Clerk

79/14 OPEN SPACES, RECREATION AND PLAY GROUNDS

Council’s interests in Land.

The Clerk summarised the Council’s interests in land in the Parish. After discussion, the Council **Resolved** unanimously:

- a) Pond at Stags Lane (CL232) – to review the Council’s policy in relation to the Pond, after the wider discussions on Longwood Down flooding (72/14(a)) have concluded:
- b) Pond at Lower Whiteflood Farm (CL231) – to note with the owners of Lower Whiteflood Farm the Council’s interest in the common land (Pond), and to establish the state of the Pond.

Councillor Tull, having declared his interest, did not participate in the further discussion and decision in relation to land at Whaddon Lane (CL233). In relation to this small area of land (0.02 acres), the remaining Councillors **Resolved** unanimously:

- c) to request the present owners of Great Hunts act on behalf of the Council as stewards of the land, keeping the land as common land, in reasonable condition, and seeking the Council’s permission before any work or activities are undertaken on the land.

Action:	By When:	By Whom:
Council’s interests in Land <ul style="list-style-type: none"> • To review Stag Lane Pond on completion of the wider flood mitigation review; • To note with the owners of Lower Whiteflood Farm the Councils’ ownership of the common land (Pond) CL231 and to enquire as to the state of the Pond; • To request the owners of Great Hunts to act on the Council’s behalf as stewards of the common land CL233. 	May/June	Clerk

80/14 COMMUNICATIONS.

The Clerk informed the Council that, as agreed (55/14(a)), HCC’s Mailman had been installed (now known as ‘Owslebury Information system’) and already had about 70 subscribers. Additional subscribers would be obtained over time and a ‘mail shot’ and an article in the Newsletter would help to publicise the service. The Clerk also noted the Communications Advisory Group would be meeting to discuss the updating of the website, and would report back to Council in due course.

Action:	By When:	By Whom:
Review of website <ul style="list-style-type: none"> • To review the website and make recommendations to Council. 	May/June	Clerk/JC/WM

81/14 WORLD WAR 1 AND D-DAY COMMEMORATIONS

Councillor Egerton, having declared his interest, did not take part in the discussion or subsequent decision on this matter.

The Clerk noted the Council had decided at its previous meeting to approve in principle the purchase and installation of a Remembrance Stone subject to the final cost estimate being no more than that originally discussed with Council, and an alternative supplier being requested for an indicative quotation (67/14). The Clerk advised the Council that the final cost estimate (Capital Refit) was less than that originally discussed with the Council. He further reported that two reputable alternative suppliers (Blackwell & Moody and Vokes and Beck) had been approached for indicative quotations but neither wished to pursue the matter – one stating ‘it would take a long time to source and be very expensive’.

The Clerk summarised the likely level of expenditure on the 3 constituent projects considered by the Council as part of the Commemoration of World War 1 and D-Day: the placing of a plaque on St Andrew’s Church wall to mark the site of the former Remembrance Garden, an Exhibition of local material on the two great events, and a lasting memorial in the form of a Remembrance Stone. The projected cost of these projects net of VAT was estimated to be less than £4,000. The costs would be part covered by the grant from HCC of £1,755, a grant from OMCA of £300 and the Council’s own agreed contribution for a community project of up to £800. On the basis of ‘promises’ already received by the Chair of the Advisory Committee, it was ‘most likely’ the balance would be forthcoming from private donations.

After some discussion the Council (other than Councillor Egerton) **Resolved** unanimously:

- a) to proceed with the 3 principal projects outlined above (Minutes 34/14, 56/14, 67/14 also refer) and to incur the related costs (section 137(1) LGA 1972 and/or S19 LG(Miscellaneous) Act 1976);
- b) to waive Financial Regulation 11.1(h);
- c) following from (a) and (b), authorise the Clerk to place an order with Capital Refit for a Remembrance Stone on the basis of their final cost estimate and to arrange for transportation;
- d) to authorise the Clerk to obtain planning consent;
- e) to request Paul Bowes to publicise the Remembrance Stone in the Newsletter and to seek personal contributions from the public.

Action:	By When:	By Whom:
Commemoration Projects <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

82/14 COMMUNITY TRANSPORT.

The Clerk updated the Council on the recent meeting of the Council’s Transport Adviser, Ellen Catterson, and HCC. Given the anticipated level of budget cuts necessary at HCC, further reductions in public bus transport services could be expected. Ellen Catterson would be reviewing alternatives open to the Parish. After some discussion the Council agreed to consider the matter afresh at a future meeting, including the options open for public and community transport arrangements. In this regard, the Council asked the Clerk to take account of County and District Councillor Humby’s comments in his report with regards to Bishop’s Waltham acting as a hub, and also the need to work together with other parishes.

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

83/14 BURIAL GROUND.

The Clerk summarised the results of the recent public consultation with regard to an additional burial ground in the Parish. He noted the potential difficulty in finding a suitable piece of ground and the material financial considerations the Council would need to take into account. Councillors debated the main issues involved, including whether a response rate of 15% was adequate as a basis for a major financial decision and one which would impact on the Precept for years to come. Others noted the desire of Parishioners to be buried in the Parish, whilst others felt a small part of the Glebe Field could be used as a burial ground and would suffice for many years to come, without major financial cost or disruption to village life.

At the end of the discussion, the Council **Resolved** unanimously to establish an Advisory Committee of councillors and representatives from the PCC, community organisations and individual parishioners to review all the issues involved and to provide the Council with recommended options for further consideration by the whole Council. It was further agreed Councillor Chapman would be the Chair of the Advisory Committee; he agreed to return to the Council with both the terms of the reference and the membership of the Committee.

Action:	By When:	By Whom:
Burial Ground Advisory Committee <ul style="list-style-type: none"> • Proposed Terms of Reference and Membership of Committee to be agreed with Council. 	May/June	JC/Clerk

84/14 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.

a) Payments and receipts

Councillors **Resolved** unanimously to note receipts since the Council meeting on 10th March 2014 and to approve the following payments:

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.

b) Financial outcome for 2013/14, Reserves and Budget for 2014/15.

The Council considered the briefing note prepared by the Clerk prior to the meeting (attached to the Agenda) setting out the preliminary financial outcome for the financial year 2013/2014, proposed Reserves, and amendments to the 2014/15 budget, After discussion the Council **Resolved** unanimously:

- i. to note the provisional financial outcome of a surplus of £ 4,779 for 2013/14 and the reasons therefore;
- ii. to approve the following Reserves at 31st March 2014:
 - Legal/Planning costs Reserve £500
 - Election Expenses Reserve £1,000
 - Community Projects Reserve £18,250
 - Christmas Lights Reserve £507
 - Play Equipment Reserve £1,500
 - Commemoration Reserve £1,755
 - General Reserve £12,876
- iii. to amend the 2014/15 expenses budget to reflect the deferral to 2014/15 of previously approved but outstanding payments for the Bank Tree £300, and the registration costs of the Glebe £277.

c) Proposed Transparency Code.

The Council considered the proposed Transparency Code and **Resolved** unanimously to authorise the Clerk to submit a response taking into account the Council's view that:

- i. disclosure of individual items of expenditure should only be required when above a de minimis level;
- ii. Parishioners making donations to the Council and who wished to remain anonymous, should be entitled to anonymity in public documents.

Action:	By When:	By Whom:
Transparency Consultation <ul style="list-style-type: none"> • The Clerk to submit response to consultative document. 	May	Clerk

d) Financial Regulations – banking arrangements.

The Council considered whether to take advantage of the repeal of S150(5) LGA 1972 – cheques requiring 2 Council members as signatories – and **Resolved** unanimously to continue with the present arrangements for the time being.

85/14 CLERK'S REPORT

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 2).

86/14 ISSUES PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETINGS

The Council noted the issues discussed at previous Council meetings and deferred to future meetings (Appendix 3).

87/14 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING

There were no specific items Councillors wished to be included on the Agenda for the next meeting.

88/14 DATE OF ANNUAL PARISH MEETING AND OF NEXT COUNCIL TMEETING

The next meeting of the Council will be on Monday 12th May 2014. In the light of the Local Elections Order 2013, Councillors agreed that the Annual Parish Meeting and the Annual Meeting of the Council will both be held on Monday 9th June 2014.

The meeting closed shortly after 10pm

Chairman...John Chapman.....

Date: 12th May 2014

APPENDIX 1 AMENDMENT TO PARISH PLAN

The following will be included in the Plan:

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.*

APPENDIX 2: 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"> Clerk to arrange for Hedleys to register the Council's ownership of its 'part' of the Glebe Field at the Land Registry. 	ASAP	Clerk

Completed

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. 	September/ October	Clerk

In hand

Action:	By When:	By Whom:
Frequency of Council Elections <ul style="list-style-type: none"> To submit comments to WCC re continuation of 3 year cycle. 	ASAP	Clerk

Completed

Action:	By When:	By Whom:
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. 	April April	Clerk/JC Clerk/JC

In hand

Action:	By When:	By Whom:
Defibrillator <ul style="list-style-type: none"> To invite the Community Defib Officer to a meeting of the Council, and to liaise with OMCA 	May/June	Clerk

May meeting demonstration

Action:	By When:	By Whom:
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. 	May/June	Clerk

In hand

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

In hand

Action:	By when:	By whom:
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. 		Clerk

Completed

