

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
9th DECEMBER 2013
COMMENCING AT 07:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair)
Parish Councillors: Gerry Tull, Mark Egerton, Roger Page, Paul Phillips, Will Martin.

IN ATTENDANCE

Clerk and Responsible Financial Officer (RFO): Michael Cleary
County and District Councillor Rob Humby

1 member of the public (left at 8.15pm)

210/13 APOLOGIES

Parish Councillor Sally Tattersall (holiday)
District Councillor Ruffell (holiday)

211/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Councillor Chapman noted his personal interest in matters concerning the Owslebury Christmas Lights. Councillor Phillips noted his personal and prejudicial interest in matters directly concerning Pitcot Lane and his personal interest in St. Andrews Church. Councillor Martin noted, as Treasurer, his personal and prejudicial interest in matters concerning Morestead Church. Councillor Egerton noted his personal and prejudicial interest, as Secretary, in matters concerning the Owslebury Cricket Club.

212/13 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH NOVEMBER 2013

The draft minutes of the Parish Council meeting held on 11th November 2013 had been previously circulated. Councillor Phillips noted an abbreviation error on page 2, 'PCC' should be recorded as 'PPC'. There were no other amendments to the draft Minutes. All Councillors noted their acceptance of the Minutes as a true record.

213/13 POLICE REPORT

The police could not attend the meeting on this occasion. However, the Clerk noted there were no crimes in Owslebury and Morestead areas reported on the National Crime Statistics for November.

214/13 PUBLIC QUESTIONS AND COMMENTS

a Planning Applications – statement of intent from owner or agent and public comment.

There were no Planning Applications for consideration at the meeting.

b Other agenda items –public comment.

Paul Bowes commented on the proposed consultative letter in connection with the need for additional burial ground space (refer to paragraph 225 below). There were no other comments.

215/13 CLERK'S REPORT

The Clerk noted he would be attending the WCC budget meeting on 16th December and would report back to Council at its January meeting. He noted he would be attending a meeting at Bishop's Waltham Parish Council, with other near-by parishes, to discuss the possibility of resource sharing, and would report back at the next meeting. The Clerk noted the following progress on matters determined by Council at previous meetings:

a) Action:	By when:	By whom:
Bank Tree To accept the offer from Arbor-Call to remove dead branches from the Bank tree and to arrange for the work to be undertaken.	ASAP	Clerk

The Clerk reported the matter was in hand and should be completed by the end of January.

b) Action:	By when:	By whom:
Litter pick To bring forward for consideration at March/April meeting		Clerk

The matter was carried forward.

c) Action:	By when:	By whom:
Play Area Inspection <ul style="list-style-type: none"> Clerk to arrange for an interim Inspection of the Play Area. 		Clerk

The Clerk reported the inspection had taken place (there were no urgent matters noted by the Inspector) and he was awaiting the formal Inspection Report.

d) Action:	By When:	By Whom:
Glebe Field <ul style="list-style-type: none"> Clerk to arrange for gate to be locked with keys or combination code provided to Church Wardens, the Clerk and Councillors Tull and Phillips. 		Clerk

The Clerk reported locks and keys had been obtained by Councillor Phillips and distributed to the relevant parties.

216/13 COUNTY AND DISTRICT COUNCILLOR REPORTS

County and District Councillor Humby gave a full report on recent developments at WCC and HCC levels including:

- the probability of a 14-15% cut in the Council Tax Support Grant provided by Central Government – details of which should be available by the next meeting;
- the over-riding themes considered by WCC which would guide future actions;
- car parking strategy and potential developments at Winnall, Chesil and the station car park;
- the introduction of the Community Infrastructure Levy in 2014/15 (SDNP introduction of the CIL would be at a later date);
- the need for the Council (so as to ensure ‘value for money’) to move away from core funding grants for organisations such as WACA and CAB, to commissioning grants for specific outcomes;
- the review by the Boundary Commission in the near future and its potential impact on Councils;
- the flood risk management programme;
- the ‘bidding’ process used to establish priority projects for Hampshire Highways – whereby Councillors debated the case for specific projects to be given greater priority (against a reduced budget) by Officers..

217/13 HIGHWAYS

- a) **Traffic calming:** The Chairman reported on the recent meeting (also involving Councillor Tattersall and the Clerk) with Andy Smith of Traffic Management. In broad terms the apparent shortage of resources meant that little would appear to be possible. After debate it was **Resolved** unanimously:

Action:	By When:	By Whom:
Traffic management <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 	January/ February	ST/JC RH

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 <ul style="list-style-type: none"> To consider the possible introduction of Speed Watch 	January/ February	ST
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- b) **Colden Common road works:** The Clerk noted the progress report from Southern Water – the work was ahead of schedule. It was noted the major disruption would probably arise in January/February when the Main Road would be closed for repair work. A further report should be available from Southern Water by the January meeting. It was **Resolved** unanimously:

Action:	By When:	By Whom:
Colden Common Road works <ul style="list-style-type: none"> Clerk to arrange for a progress report from Hampshire Highways/ Southern Water. 	January	Clerk

- c) **Pitcot Lane flooding:** the Clerk reported that Hampshire Highways had agreed to provide a report by the end of January; the matter was carried forward to the January/February 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. 	January/ February	Clerk

- d) **Country kerbing:** The Chairman noted he had been informed that an alternative quotation had been obtained by a local resident; the Clerk was awaiting further information. The matter was carried forward to the next meeting.

Action:	By When:	By Whom:
Kerbing at Hurst Lane <ul style="list-style-type: none"> To discuss level of personal contribution with local residents and discuss options open to Council 	January	JC

- e) **Lower Baybridge Lane:** the Clerk reported that the 'patch and mend' of potholes had been completed.
- f) **Bottle bank signage;** Councillors **Resolved** unanimously:

e) Action:	By When:	By Whom:
Bottle bank signage/letter <ul style="list-style-type: none"> To place a sign 'Strictly No Parking on THURSDAYS Bottle Bank Collection day'. To distribute a letter informing residents of Beech Grove that unless access was provided for the collection lorry, the bottle bank may be discontinued. 		Clerk

218/13 RIGHTS OF WAY

There were no new matters to report.

219/13 PLANNING

a) Planning Applications

There were no Planning Applications for the meeting to consider.

b) Planning Decisions

Councillors noted the Planning Applications for Woodland View Stables, 1 and 2 Pond Cottages and Morestead Grange had been approved.

c) Enforcement

The Clerk confirmed there were no new enforcement cases or developments to report.

220/13 BROADBAND SERVICES

The Chairman reported on his recent meeting (with the Clerk) with Peter Facey and Marwell Wildlife so as to gain a better understanding of broadband services and requirements and, in particular, whether the Parish could 'piggy-back' on the back of the Marwell facilities. After debate it was **Resolved** unanimously:

Action:	By When:	By Whom:
Broadband Services <ul style="list-style-type: none"> To consider in due course a plan of action (which may use Marwell's requirements as a lever for the Parish as a whole) so as to ensure the Parish requirements are included in the 2nd Wave (2016/17) of the Faster Broadband roll out programme by BT. To liaise with Peter Facey and County and District Councillor Humby in the gaining of additional information and support, and to involve them as appropriate. To consider in due course whether a financial contribution by Parishioners/OPC would facilitate the early introduction of Faster Broadband in the Parish in the 2nd Wave. 	End March	JC/Clerk

221/13 COMMUNITY TRANSPORT SERVICES

Councillors agreed that further information was required in relation to the prospect of any additional services that could be provided by South Central Ambulance Service, and any further advice that HCC may be able to give in relation to community transport, notably medical appointments. It was **Resolved** unanimously:

Action:	By when:	By whom:
Community transport <ul style="list-style-type: none"> To ask County and District Councillor Humby to make enquiries re South Central Ambulance, and any further advice from HCC. To give further consideration in due course to community transport arrangements within Owslebury re medical appointments. To consider whether resource sharing with other parishes would be a potential option. 	January	RH All/Clerk Clerk

222/13 PARISH PLAN

Councillors considered the 2nd draft of the final Parish Plan and agreed minor changes to be made to certain wording. After debate, it was **Resolved** (proposed by the Councillor Phillips and seconded by Councillor Tull) and unanimously supported that subject to the incorporation of the minor changes, the document would form the Parish Plan and should be printed and circulated as appropriate.

Action:	By when:	By whom:
Parish Plan <ul style="list-style-type: none"> Clerk to prepare final Plan and arrange for printing and distribution. 		Clerk

There was substantive discussion on the identification in the Plan of the pressing need to improve communication with Parishioners and to enable Parishioners to more readily express their views to the Council. The Owslebury Newsletter provided a vehicle for communications, but its coverage of households was limited and it was not available on-line. Councillors considered a number of options, notably the growing use of the internet for communication purposes. After debate, it was **Resolved** (Proposed by Councillor Tull and Seconded by Councillor Phillips) and unanimously supported:

Action:	By when:	By whom:
Communications <ul style="list-style-type: none"> To invite the Editorial Team of the Owslebury Newsletter to discuss with the Council if and how the Newsletter could be developed to provide a 	January/ February	JC

better form of 2-way communication between the Council and Parishioners.		
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223/13 FINANCE, ADMINISTRATION AND STATUTORY MATTERS

a) Payments and receipts

Councillors **Resolved** unanimously the following payments be made, and noted receipts since the last meeting:

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
80	30.64	Paul Philips	Padlock, chain and keys as authorised by Council Minute 204/13(d)
81	36.00	HALC	Course fee re Cllr Tattersall
82	364.43	Cannon	Grass cutting October
83	32.50	TLC	Webmasters monthly invoice
84	25.00	Hampshire Pension Fund	Contribution to deficit recovery re former Clerk
85	20.00	John Chapman	Chairman's 1/4ly expense allowance
86	210	HALC	CiLCA tng course for Clerk
87	272.61	M Cleary	Clerk's November net salary
88	181.20	Post office	Clerk's PAYE
89	139.49	M Cleary	Clerk's Nov exps (travel £4.27; postage £11.70; stationery £14.10+VAT £2.82; 1/4ly Home working allowance £31.25 telephone £15.45 broadband £15.50; Land registry fee £37+VAT £7.40
90	122.50	OPHMC	Hall hire
RECEIPTS			
15	21.32	OPHMC	Contribution to October grass cutting
16	87.50	HALC	Bursary re Clerk
	0.92	Lloyds	November interest 30 day deposit account

- b) **Owslebury Christmas Lights:** Councillors **Resolved** unanimously to authorise payments up to the amount in the ring fenced Reserve accounts (£753) for the Owslebury Christmas Lights, subject to written authority from the Owslebury Christmas Lights Committee and relevant invoices.
- c) **Estimated outcome for 2013/14, Budget 2014/15 and Reserves:** it was **Resolved** unanimously the RFO should update the Estimate and Budget for consideration at the January meeting at which time the adequacy of the Reserves and the Precept would be determined.
- d) **Section 137 grants and other grants:** it was **Resolved** unanimously such grants would be determined at the January meeting
- e) **Green keeping contract 2014 season:** Councillors considered the quotations received by the Clerk from 3 potential suppliers. In the light of the significant cost reduction involved, Council **Resolved** unanimously to accept the quotation from Hedge Sparrow for the 2015 season.

Action:	By when:	By whom:
Financial matters <ul style="list-style-type: none"> • Clerk to bring forward proposed Section 137 and other grants • RFO to update Estimate for 2013/14 and proposed transfer to reserves • RFO to update budget for 2014/15 and proposed transfer to reserves • Council to review purpose and adequacy of reserves. • Council to set Precept for 2014/15 	January	Clerk/All

- a) **Glebe Field:** Following an update from the Clerk, Councillors **Resolved** unanimously (Proposed by the Chairman and Seconded by Councillor Egerton) that the Council's ownership of the Glebe Field be registered at the Land Registry.

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

- b) **Owslebury Football and Cricket Clubs:** Councillor Egerton reported that the constitution of a combined Club had now been agreed and approval gained from the Hampshire Football Association. Financial projections including capital requirements were in hand. In relation to the Club's request to mitigate Council Tax he asked County and District Councillor Humby for any assistance he might be able to provide in expediting matters. County and District Councillor Humby also noted that a grant may be available for the repair of showers. Councillor Edgerton agreed to provide a further update at the next meeting.

Action:	By When:	By Whom:
Sports Clubs/Pavilion <ul style="list-style-type: none"> To provide a further update on the combination of the Cricket and Footballs Clubs and to consider matters outlined in Chairman's note including proposed operation of facilities, construction and funding of new pavilion , Health and Safety, OPC budget considerations for 2014/15+ and short term arrangements. 		ME

225/13 BURIAL GROUND

Paul Bowes had updated the Council during the public session on the draft of the consultative document to be distributed to parishioners. After debate it was **Resolved** unanimously (Proposed by Councillor Tull and Seconded by the Chairman) that:

Action:	By When:	By Whom:
Burial Ground <ul style="list-style-type: none"> 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. 	ASAP	Clerk/Paul Bowes

226/13 WORLD WAR 1 AND D-DAY COMMENORATIONS

Councillors noted the outcome of the Workshop recently held with parishioners. Council **Resolved** unanimously (Proposed by the Chairman and Seconded by Councillor Phillips) to submit a grant application to HCC based on the preliminary projects identified by Paul Bowes, and to review the proposed commemoration projects after the outcome of the application was known, and also the further consultation with interested parishioners by Paul Bowes.

Action:	By when:	By whom:
WW1 and D-Day Commemorations <ul style="list-style-type: none"> Clerk to submit grant application to HCC and Council to review final proposals for commemoration on a shared funding basis. 		Clerk

227/13 NATIONAL PARISH COUNCIL RECRUITMENT PROJECT

After due regard to the further information provided on this Project by the Universities concerned, Council **Resolved** unanimously that it would not participate on this occasion but would be interested in the outcome of the pilot Project.

228/13 AGENDA ITEMS FOR NEXT MEETING

Councillors noted items for the next meeting should include amongst other issues, financial matters related to the Estimate for 2013/14 and Budget for 2014/15, communications and progress with the combination of the sports club.

229/13 DATE OF NEXT TMEETING

The next meeting of the Council will be on 13th January 2014 at the Parish Hall commencing at 7.45pm.

The meeting closed shortly before 10.00pm

Chairman...John Chapman.....

Date: 13th January 2014