

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
10th FEBRUARY 2014
COMMENCING AT 7:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair)

Parish Councillors: Mark Egerton, Roger Page, Paul Phillips, Sally Tattersall, Gerry Tull.

IN ATTENDANCE

Clerk and Responsible Financial Officer (RFO): Michael Cleary
District Councillor Lawrence Ruffell (left the meeting at 8.45pm)

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

20/14 APOLOGIES

Parish Councillor Will Martin (illness)

21/14 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Councillor Tull noted his contact in the past with the owner of Longfields, although he had no current personal or prejudicial interests. Councillor Chapman noted his personal interest in matters concerning the kerbing in Hurst Lane. Councillor Phillips noted his personal and prejudicial interest in matters directly concerning Pitcot Lane and his personal interest in St. Andrews Church. Councillor Egerton noted his personal and prejudicial interest, as Secretary, in matters concerning the Owslebury Cricket Club

22/14 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13TH JANUARY 2014

The draft minutes of the Parish Council meeting held on 13th January 2013 had been previously circulated. Councillor Phillips noted that 'PPC' should have been recorded as 'PCC' (correction to the Minutes subsequently made). There were no other amendments to the draft Minutes. All Councillors noted their acceptance of the Minutes (as amended for the abbreviation amendment) and it was **Resolved** unanimously that they were a true record.

23/14 POLICE REPORT

The Police could not attend the meeting and there was no Police Report on this occasion. The Clerk noted that the Police Website recorded 3 incidents of anti-social behaviour in the Parish, 1 theft, 1 vehicle break-in and 1 burglary, for December 2013 – the latest information publically available.

24/14 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor Ruffell recorded County and District Councillor Humby's apologies due to his heavy commitments over the previous weekend and subsequently on helping parishioners and other parishes on matters connected with the severe flooding in the area. He summarised the emergency measures being taken and noted that flooding was now affecting nearly 50% of the Winchester area, placing great pressure on the authorities and agencies as well as great concern and disruption to many residents. The authorities were doing as much as they could given the continuing extreme weather and the growing need to protect properties at risk of flooding.

25/14 FREQUENCY OF COUNCIL ELECTIONS

The Chairman noted the consultation process put in place by WCC following the Boundary Commission’s decision to review the City Council’s electoral arrangements. It was **Resolved** unanimously to have a substantive discussion at the Council’s next meeting and, if considered appropriate, submit comment thereafter to WCC.

Action:	By When:	By Whom:
Frequency of Council Elections <ul style="list-style-type: none"> To consider WCC Consultative Paper, at the Council’s March meeting. 	March	Clerk/All

26/14 PROPOSED CESSATION OF MOBILE LIBRARY

The Chairman noted the consultation process put in place by WCC in connection with the proposed cessation of mobile library services at Beech Grove. Whilst the service was used by very few parishioners and was hard to justify on economic grounds, Councillors expressed regret as to the inconvenience the loss of the service would cause to its users.

27/14 PUBLIC QUESTIONS AND COMMENTS

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

There were no comments.

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

Mr Davies commented on his and his neighbour’s application for a grant in connection with kerbing in Hurst Lane. He noted the application was based, firstly, on the need to manage excessive water draining from Whaddon Lane and causing serious erosion of the grass verges, and ,secondly, to act as a traffic calming measure on the dangerous bend in the road. Kerbing would help ‘move’ flood water and improve drainage in the area, as well as protect the verges. Traffic had increased materially in the area and he gave examples of significant damage caused to the verges by careless driving. It was noted that country kerbing had been installed by Hampshire Highways on one nearby property some years ago, but not on others which were equally affected. The residents of the 2 properties in question were prepared to pay for some of the installation cost themselves but sought a grant (of 50%) from the Council in connection with protection of verges, better drainage and traffic calming.

28/14 PLANNING

a) **Planning Applications.**

SDNP 13/05823/HOUS	Longfields, Whites Hill Owslebury
Proposal:	Single storey conservatory; proposed single and 2 storey rear extension; 2 storey front extension; front dormer alterations and porch extension; elevational alterations to all four elevations.
Closing date (WCC):	050214
Closing date: OPC	110214

The Council **Resolved** unanimously not to object to the Application, but to comment that there appeared to be limited or no scope for future further development.

WCC 14/00158/FUL	Little Ranch Portsmouth Road Fishers Pond
Proposal:	Siting of 1 no. touring caravan and 1 no. mobile home for residential use for 1 no. gypsy pitch together with formation of hardstanding with ancillary and utility/day rooms.
Closing date (WCC):	040314
Closing date: OPC	040314

Councillors felt there was insufficient information resulting in a lack of clarity as to the Applicant’s proposal, and because of this the Council **Resolved** unanimously to oppose the Application. Councillors expressed concern that the application did not appear to have been brought to the attention of neighbouring properties.

b) Planning Decisions.

Councillors noted that approval had been given to the extensions and alterations at Ivy Cottage, Main Road (13/13/05115/HOUS).

c) Enforcement.

Councillors noted the summary of Enforcement cases provided by the Clerk. In relation to Marwell Yard, it was noted that the Enforcement matters were long outstanding. In addition it would seem that an application would be made for a Lawful Development Certificate on 2 building yet to be built. The Clerk was asked to make further enquiries.

Action:	By When:	By Whom:
Marwell Yard <ul style="list-style-type: none"> Clerk to enquires re Lawful Development Certificate and delay in dealing with enforcement matters. 	March	Clerk

29/14 HIGHWAYS.

a) Colden Common Road works.

Councillor noted the suspension of the road works during the current flooding emergency. The impact of the proposed diversion route when the road work resume, would be considered at a future meeting.

b) Flooding.

Councillors appreciated the efforts being made by WCC to alleviate the impact of flooding, and that clearly the current emergency had to take priority over most other matters. Nonetheless, at the appropriate time, the Council would wish to confer with the Environment Agency, Hampshire Highways and WCC as to how such a situation could be avoided in the future – including through better land and drainage management and regular maintenance. In this regard Councillors would welcome the involvement of the County and District Councillors.

Action:	By When:	By Whom:
Land and drainage management. <ul style="list-style-type: none"> To confer with HH, Environment Agency and WCC on better land and drainage management in the Parish. 	April/May	Clerk/All/ RHumby/ Lawrence Ruffell

c) Traffic calming.

Councillors noted that little progress had been made following the meeting with Andy Smith (Traffic Management) in late 2013. However the matter would be deferred for the time being pending the end of the current flooding emergency and the completion of the Colden Common road works.

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

d) Request for grant for protection of verges.

Councillors considered the request made by the residents of 2 houses in Hurst Lane for a grant to assist in the installation of kerbing to protect the grass verges from further serious erosion, improve drainage and assist in traffic calming. Councillors understood the need to protect the verges and the consequential effect on improved drainage and traffic calming. The estimated cost of the installation was £3.878+VAT from one supplier and £3,610+VAT from another. Councillor Chapman did not take part in the debate or decision

given the matter concerned neighbours of his. After further consideration, the remaining Councillors **Resolved** unanimously (Proposed by Councillor Phillips and seconded by Councillor Tull) to offer a grant of £1,500 (under Section 96 Highways Act 1980) subject to (a) evidence that Hampshire Highways approve both the contractor and work involved, and (b) proof that the work set out in the Estimate provided to the Council had been carried out to the satisfaction of Hampshire Highways.

Action:	By When:	By Whom:
Grant for kerbing in Hurst Lane <ul style="list-style-type: none"> Clerk to inform residents of amount of grant and conditions relating thereto. 	ASAP	Clerk

e) Other matters.

Councillors acknowledged with thanks Councillor Tull's offer to clear certain of the grips in Longwood Road. The Clerk was asked to report to HH potholes outside Old Wells Cottage and at the junction of Main Road with Crabbs Hill.

Action:	By When:	By Whom:
Potholes <ul style="list-style-type: none"> Clerk to report potholes to HH outside Old Wells Cottage and at the junction of Main Road with Crabbs Hill. 	ASAP	Clerk

30/14 RIGHTS OF WAY.

There were no matters of report other than a concern raised by a Parishioner about the need for better warning as to when the shooting range bordering the relevant footpath was in use.

31/14 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.

a) Payments and receipts

Councillors **Resolved** unanimously (Proposed by the Chairman and seconded by Councillor Tattersall) to note the payments made since the last meeting (*) and receipts, and to approve the following payments:

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
100*	300.00	St Andrew's Church	Grant (Minute 242/13 c(i))
101*	100.00	Morestead Church	Grant (Minute 242/13 c(ii))
102*	100.00	Owslebury Newsletter	Grant (Minute 242/13 c(iii))
103*	100.00	Marwell Wildlife	Grant (Minute 242/13 c(iv))
104*	150.00	Winchester CAB	Grant (Minute 242/13 c(v))
105*	200.00	Age UK	Grant (Minute 242/13 c(vi))
106*	100.00	Home Start	Grant (Minute 242/13 c(vii))
107	57.00	Wickstead	Swing Seat (Minute 243/13 d)
108	25.00	Hampshire Pension Fund	Monthly contribution to pension deficit
109	32.50	TLC	Monthly webmaster fee
110	315.20	M Cleary	Clerk's January net pay
111	210.00	Post Office	Clerk's PAYE January
112	48.27	M Cleary	Clerk's Jan exps (Mileage £4.63; Postage £4.50; Stationery £10.74; Photocopying burial letter (330 copies) £28.40
113	165.00	WCC	Dog waste collections Oct-Dec
RECEIPTS			
	0.81	Lloyds Bank	Interest (all accounts)
18	392.45	HMRC	VAT repayment Sept-Dec

b) Transfer from Business Instant Access to Treasurer’s Account.

Councillors **Resolved** unanimously (Proposed by Councillor Chapman and seconded by Councillor Page) to transfer £246.17 from the OPC Business Instant Access Account to the OPC Treasurer’s Account.

32/14 OPEN SPACES, RECREATION AND PLAY GROUNDS

Councillor Egerton reported that the combination of the Cricket and Football Clubs was proceeding; he hoped that a Deed of Constitution would be in place within a few weeks. This would then allow the new Club to agree the future operation of the Club and to investigate cost and funding options in relation to the pavilion. Councillor Egerton would keep the Council informed of any further developments.

33/14 COMMUNICATIONS.

The Chairman summarised the outcome of the workshop with the Editorial team of the Owslebury Newsletter in relation to improving communications with Parishioners. A number of ideas had been considered and the Editorial Team would consider the points raised and return to the Chairman. However, the current flooding and road works problems had reinforced the need for faster and better communication, as did the need for better communication of planning applications.

Councillors **Resolved** unanimously:

- a) to investigate the introduction of an email based information system allowing direct communication with Parishioners who register on the Council site, similar to that used by Colden Common and Twyford Parishes (Proposed by Councillor Chapman and seconded by Councillor Phillips);
- b) to authorise the Clerk to increase, if necessary, the monthly webmaster charge from £32.50 to £50 in relation to the introduction of an enhanced website with email facility (Proposed by Councillor Chapman and seconded by Councillor Page);
- c) to approve the establishment of an Advisory Committee, membership of which would include Councillors Chapman and Martin, to review the Council website for its further development, and to bring back proposals to the Council (Proposed by Councillor Chapman and seconded by Councillor Page).

Action:	By When:	By Whom:
Communications		
<ul style="list-style-type: none"> • To investigate email based system similar to Colden Common and Twyford. 	April	Clerk/JC
<ul style="list-style-type: none"> • To review website. 	April	JC/WM/Clerk

34/14 WORLD WAR 1 AND D-DAY COMMEMORATIONS

The Clerk and Paul Bowes summarised the 3 main Projects previously discussed by the Council – Plaque to acknowledge the Remembrance Garden in the St Andrew’s burial ground, Exhibition, and Memorial Wall and bench. The Clerk noted that Hampshire County Council had agreed, subject to certain terms and conditions, to provide a grant of £1,755 against the anticipated cost of £4,600. He reminded the Council that the original evaluation of the Projects was based on contributions from OMCA, the PCC and private donations, so reducing the Council’s net contribution to c£800. However the latest information would suggest a shortfall in contributions such that the Council’s net contribution would further increase. Councillor agreed the Projects would be in the interests of the Parish as a whole and provide a fitting commemoration of 2 great events affecting the Parish and the Country. However, the cost of the Projects would need to be reduced or (non OPC) contributions increased (such that the net contribution by the Council was within budget) in order for the Projects to proceed.

After further deliberations the Council **Resolved** unanimously:

- a) to authorise the Clerk to accept the grant from Hampshire County Council on the terms and conditions specified in the Offer Letter (copies of which had been circulated to Councillors prior to the meeting);
- b) hold the Exhibition on the weekend of the Church Fete and for Councillor Phillips to bring forward final proposals and costs for the Council’s approval;
- c) to authorise the Clerk to commission a Plaque for the Remembrance Garden (estimated cost of under £300- S137(1) LGA1972) and to agree with Paul Bowes a suitable inscription for the Council to approve at its next meeting (Proposed by Councillor Chapman and seconded by Councillor Tull);
- d) to approve the appointment of an Advisory Committee to put forward final plans, costs and contributions for the Remembrance Wall, for the Council’s further consideration; the Advisory Committee to be chaired by

35/14 CLERK'S REPORT

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 1).

36/14 ISSUES PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETINGS

The Council noted the issues discussed at previous Council meetings and deferred to future meetings (Appendix 2).

37/14 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING

It was Resolved the following matters be included on the next Agenda:

- a) Boundary Commission review of electoral arrangements;
- b) provision of a bus shelter by the Recreation Ground;
- c) appointment of an adviser or advisory committee on transport issues.

38/14 DATE OF NEXT TMEETING

The next meeting of the Council will be on 10th March 2014 at the Parish Hall commencing at 7.45pm.

The meeting closed shortly before 9.45pm

Chairman...John Chapman.....

Date: 10th March 2014

APPENDIX 1: PROGRESS ON MATTERS DETERMINED AT PREVIOUS MEETINGS

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

Comment: in progress.

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

Comment: letters delivered to Paul Bowes for distribution.

Action:	By When:	By Whom:
School bus <ul style="list-style-type: none"> To enquire as to reasons for the bus being late and over-crowded. 	February	RH/Clerk

Comment: Communication error; 2 mini buses despatched to school following major traffic jam in Winchester, but school not informed and children crowded the first mini bus, the other being nearly empty.

Action:	By when:	By whom:
Marwell Wildlife <ul style="list-style-type: none"> To write to Marwell Wildlife proposing they keep the Council and community better informed about developments at the Park. 	February	Clerk/JC

Comment: letter sent.

Action:	By when:	By whom:
2014/15 Precept <ul style="list-style-type: none"> Clerk to confirm Precept to WCC (£21,997). 	ASAP	Clerk

Comment: WCC informed and included in WCC budgets.

Action:	By When:	By Whom:
Licence fee: <ul style="list-style-type: none"> To discuss with the Clubs their proposals for the licence arrangements/fee following the merger of the Clubs. 	February	Clerk

Comment: in progress.

Action:	By When:	By Whom:
Swing seat <ul style="list-style-type: none"> The Clerk to acquire a new swing seat and arrange for its installation. 	March	Clerk

Comment: seat acquired and to be fitted by Lengthsman in due course.

Action:	By When:	By Whom:
Matterley Bowl <ul style="list-style-type: none"> The Clerk to write to Licencing Authority to note proposed increase in number to 50,000 would be reaching maximum capacity. 		Clerk

Comment: Letter sent to Licencing Authority.

Action:	By when:	By whom:
Bottle Bank <ul style="list-style-type: none"> To arrange for suitable signage ' No Parking' signage to be installed. 		Clerk

Comment: in progress.

APPENDIX 2: ISSUES 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:
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
Action:	By when:	By whom:
Litter pick <ul style="list-style-type: none"> • To bring forward for consideration at March/April meeting 	March/April	Clerk
Action:	By When:	By Whom:
Shared services <ul style="list-style-type: none"> • The Chairman to attend the next meeting of local parishes to consider shared services and report back to Council. 	March	JC
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. 		RH All/Clerk Clerk