

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
14<sup>th</sup> JANUARY 2013  
AT 07:45PM IN OWSLEBURY PARISH HALL**

**PRESENT**

Chairman: Cllr Mr A Manship  
Councillors: Mr J Chapman, Mr R Page, Mr M Pallant & Mr G Tull

**IN ATTENDANCE**

County Councillor: Mr Peter Mason  
District Councillors: Mr R Humby & Mr L Ruffell  
Clerk: Mrs Liz Manship  
PCSO Nolan

**01/13 APOLOGIES**

None

The Chairman confirmed that both Cllrs Cryer and Sharpe had resigned

**02/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

- a) **Agenda item: Fingerpost Corner of Whaddon and Hurst Lanes.**  
Cllr Chapman declared a personal interest.

**03/13 CONFIRMATION OF THE MINUTES**

The minutes of the Parish Council meeting held on 10<sup>th</sup> December 2012 had been circulated. The Clerk confirmed amendments made. The Chairman signed the minutes.

Cllr Tull requested that it be recorded in the January minutes that in his opinion the recording of matters in relation to himself were unsafe.

**04/13 ELECTION OF VICE CHAIRMAN**

The Chairman asked for nominations and there were none. The Chairman nominated Cllr Chapman. This was seconded by Cllr Page. Cllr Chapman confirmed he would stand on the agreement that it was only for a short period of time. The Chairman confirmed all areas of responsibility were voted upon and confirmed annually at the May meeting. On this basis Cllr Chapman agreed to stand as Vice Chairman if this were the wish of the Council. There were no further nominations. All agreed.

**05/13 POLICE CONSTABLE REPORT**

PCSO Nolan reported thefts in the area ranging from pallets from farmland to a gun dog from Longwood. Please report any suspicious siting's e.g. transit vans to the Police using 101.

Cllr Chapman asked whether the Police were concerned regarding the state of the roads. PCSO Nolan confirmed that the Police are concerned and that if they observe problems when on patrol they report them to Hampshire Highways. He asked that anyone concerned about a dangerous road surface report it to Hampshire Highways, via the Police, the Parish Clerk or the Hampshire Highways Website

Cllr Page reported an incident he felt suspicious. A man wearing a fluorescent jacket drove into his yard in a 4x4 claiming to be checking the insulation of the overhead lines. It wasn't a vehicle he recognised and on being challenged he quickly left.

**06/13 TO HEAR PUBLIC QUESTIONS AND COMMENTS**

- a) **Planning Applications – Statement of Intent from Owner or Agent and Public Comments**

There was no one in attendance wishing to speak on any of the planning applications

**b) Other Agenda Items – Public Comments**

**i) SDNP/12/01639/FUL – The Grainstore, Thompsons Lane, Owslebury – Change of use of redundant agricultural steel frame portal building to B8 storage**

Cllr Chapman reported that he had attended and spoken at the Planning Development Control meeting as a member of the public. District Cllr Ruffell was the only Member of the Committee who opposed the application. The application was agreed with the usual conditions such as noise and working hours.

**ii) Logs at the Recreation Ground**

Mrs Harfield reported that 2 children had obtained minor grazes from the logs at the Recreation Ground. The Chairman thanked Mrs Harfield for the information. He confirmed that he and Cllr Page had installed the logs as an emergency measure further to Mrs Harfield reporting that the smaller logs had been lifted, resulting in wheelies on the ground. He and Cllr Page would re-visit the site to consider any safety issues.

**07/13 TO REVIEW / RATIFY DECISIONS MADE AT THE MEETING OF 10<sup>TH</sup> DECEMBER 2012 AND TO CONFIRM ANY MATTERS ARISING**

**Explanation**

On 29<sup>th</sup> November 2012 Cllr G Tull was found guilty at Basingstoke Magistrates Court for using threatening / abusive / insulting words / behaviour with intent to cause fear of / provoke unlawful violence on 16<sup>th</sup> April 2012 at the Owslebury Parish Council (OPC) meeting and was given a two year conditional discharge. On 6<sup>th</sup> December 2012 District Councillor Humby, on Councillor Tull's behalf, contacted the Clerk requesting an additional agenda item be inserted on the agenda for the OPC meeting of 10<sup>th</sup> December 2012 to enable Councillor Tull to apologise to the Council. This request resulted in a delay advertising the agenda.

Cllr Tull attended the first part of the 10<sup>th</sup> December meeting and presented his apology but then left the meeting. He has challenged the legality of the meeting as the agenda was advertised late. The Clerk has contacted Mr Stephen Whetnall, Monitoring Officer, WCC who has confirmed the meeting remains lawful unless a Councillor chooses to take the matter to Court and a decision is made by the Court to declare it unlawful.

Notwithstanding this advice and the reason that resulted in the agenda being delayed, Councillor Tull is not prepared to withdraw his challenge. Mr Whetnall has therefore advised that in order to avoid the possibility of a further court case the Council should review / ratify decisions taken at the meeting of 10<sup>th</sup> December 2012 at the meeting of 14<sup>th</sup> January 2013. Those decisions which were actioned prior to receiving this advice are marked with an \*.

For each of the following, the Chairman asked Members whether they wished to review or confirm the decision made at the December meeting.

<b>Decisions Made at the Owslebury Parish Council Meeting of 10<sup>th</sup> December 2012</b>			
<b>Ref:</b>	<b>Action:</b>	<b>By When:</b>	<b>By Whom:</b>
	<b>Confirmation of the Minutes of the Parish Council Meeting held 12<sup>th</sup> November 2012</b>		
Council Decision	All confirmed agreement		
Actions Agreed	As itemised within the November meeting	As recorded	As recorded
223/12 c	<b>Caravan Club</b> <ul style="list-style-type: none"> <li>• To write to the Caravan Club formally requesting consideration of parish council consultation within their application process for new camping and caravanning sites.</li> <li>• To write to Julie Pinnock, WCC Planning Department, requesting parish council consultation within their application process for new camping and caravanning sites.</li> </ul>		Clerk  Clerk

Council Decision Actions Agreed	All confirmed agreement  As above	ASAP	Clerk
223/12 e	<b>Hedges</b> <ul style="list-style-type: none"> <li>To adapt a Highways letter for OPC use to include contact details for hedge contractors: Graham Emery and Vic Hill</li> </ul>		Clerk
Council Decision  Actions Agreed	All confirmed agreement  As above	Hedge Cutting Season	Clerk
223/12 g	<b>Speedwatch</b> <ul style="list-style-type: none"> <li>To discuss concerns raised by Neighbourhood Watch with PC Applewood</li> </ul>		PC Crossley
Council Decision  Actions Agreed	All confirmed agreement  As Above	ASAP	PC Crossley
223/12 f	<b>Flooding – Bottom of Hurst Lane</b> <ul style="list-style-type: none"> <li>To notify Hampshire Highways of the Council’s concern of the water freezing with the adjacent ditches*</li> </ul>		Clerk
	The Clerk confirmed this had been actioned.		
226/12 a	<b>Fingerpost</b> <ul style="list-style-type: none"> <li>To ensure the landowners are comfortable with the fingerpost design and thereby give agreement for the post to be sited on their land*</li> <li>To seek a revised quote from Harry Stebbing Workshop*</li> <li>To seek donations from Marwell Wildlife* and Marwell Activity Centre</li> </ul>		JC  Clerk Clerk
Council Decision  Actions Agreed	<p>Cllr Tull informed the Council that since reading in the Owslebury Newsletter that Marwell Wildlife had agreed to pay half the costs, he withdrew his objection as forwarded to and published by the Owslebury Newsletter. To clarify his comments in the Newsletter, which stated that he had not agreed to the fingerpost’s purchase and that a ‘Highways Sign’ should be obtained at the cost of the benefitting organisations, he informed the Council that whilst he had agreed to the purchase of a fingerpost in principle at the November meeting over a ‘Highways Sign’, he would not have agreed to its purchase without knowing the costs and confirmation of a donation.</p> <p>Cllr Chapman reported that Mr &amp; Mrs Newman had confirmed they liked the design of the proposed fingerpost and gave their agreement for it to be sited on their land.</p> <p>The Clerk confirmed the revised cost for the fingerpost with the additional directional arm to ‘Owslebury Village’. She reported that Marwell Wildlife would prefer the directional arm to their site to read ‘Marwell Zoo’</p> <p>All confirmed agreement</p> <ul style="list-style-type: none"> <li>To request a donation from Marwell Activity Centre</li> <li>To order the fingerpost</li> </ul>	11/02/13  11/02/13	Chairman  Clerk
	03/13		

226/12 b	<p><b>Fingerpost Finial</b></p> <ul style="list-style-type: none"> <li>To seek quotes for finials made from alternative materials to metal that would match the existing fingerposts (west end of Lower Baybridge Lane and the bottom of Mares Lane)</li> </ul>		Clerk
Council Decision  Actions Agreed	<p>All confirmed agreement</p> <p>Cllr Tull suggested the Clerk approach Wilson's Fibreglass, Fitzherbert Road, Portsmouth, indicating they will copy anything.</p> <p>As above</p>	11/03/13	Clerk
228/12	<p><b>Hart Wildlife</b></p> <ul style="list-style-type: none"> <li>To obtain details of Hart Wildlife from Cllr Cryer and forward a donation of £50</li> </ul>		Clerk
Council Decision  Actions Agreed	<p>All confirmed agreement</p> <p>As Above</p>	11/02/13	Clerk
229/12	<p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>To adopt the Code of Conduct</li> <li>To return completed Register of Interest forms to the Clerk with a wet signature within 28 days from the date the Code was adopted by Owslebury Parish Council (some*)</li> </ul>		All Cllrs
Council Decision  Discussion	<p>Review</p> <p>The Clerk confirmed that as per her e-mail to the Council of 12<sup>th</sup> January 2013, she had made the minor word changes to the Code of Conduct as recommended by Mr Chris Ashcroft, WCC Democratic Services.</p> <p>Cllr Tull commented on the helpfulness of the recent guidance note from Mr Chris Ashcroft, outlining dispensations, pecuniary interests etc.</p> <p>The Clerk reported that further to concerns raised by Cllr Tull in his recent e-mail, Chris Ashcroft had confirmed the following:</p> <p>We now have a different code of conduct than we have for the past 7 years. There has never been a requirement for Cllrs to declare contracts with other parties on the Register of Interests form, yet there has always been a requirement for Cllrs to declare an interest if it arises on the agenda or as soon as they become aware and if prejudicial then to leave the room. This has not changed.</p> <p>There is no longer a requirement to declare involvement in local committees e.g. church, parish hall etc. on the register of interests form, however, if an agenda item arises Cllrs are still required to declare and if prejudicial, leave the room. (This has been OPC practice since the previous Code of Conduct was adopted)</p> <p>Regarding close personal friendships, whilst 'It's a parish and I know everybody' is an argument that is often cited by Parish Cllrs, it is still possible to distinguish between acquaintances (people you say hello to in the street, briefly chat to in the pub occasionally or when walking the dog etc.) and a close friend (someone you see on a regular basis, spend longer periods of time with, actively seek their company etc.). The fact that a Cllr may often encounter people out and about in the village does not make them close friends and those encountered via business are a separate issue. Of course, it is not an exact</p>	04/13	

Council Decision	science, but applying the 'reasonable member of the public' test should result in most people being able to say with some certainty who they regard as a close friend and who are just acquaintances. Each Cllr must decide for him/herself.		
Actions Agreed	The Code of Conduct was adopted.  Councillors who have not forwarded their completed register of Interest form, to do so, with a wet signature within 28 days.	Within 28 days	Cllrs – As applicable
230/12	<b>Green keeping Contract</b> <ul style="list-style-type: none"> <li>To renew the green keeping contract with OCS for 2013 on behalf of the Council, with the option of adding the churchyard and the area around the Parish Hall at a later stage if this is the wish of St Andrew's Church and / or OPHMC</li> <li>To notify OPHMC and St Andrew's Church of the offer on the table from OCS via the Council</li> </ul>		Clerk  Clerk
Council Decision	All confirmed agreement		
Actions Agreed	As above	11/02/13	Clerk
231/12	<b>Recreation Ground – Install larger tree trunk barriers</b> <ul style="list-style-type: none"> <li>Cllrs Manship and Page to take this forward as a matter of urgency*</li> </ul>		AM/ RP
Council Decision	The Chairman confirmed that further to Mrs Harfield's observations he and Cllr Page would visit the site and assess the situation.		
Actions Agreed	All confirmed agreement  As above	ASAP	AM/RP
232/12	<b>Thompsons Lane Strategic Development</b> <ul style="list-style-type: none"> <li>OPC Members supported by the Clerk to settle the content of a paper, started in draft by Cllr Chapman to support the above, prior to public consultation.</li> <li>To book the hall for 21<sup>st</sup> January to facilitate this.</li> </ul>		JC/AM/GT/RP /MP/Clerk  Clerk
Council Decision	All confirmed agreement		
Actions Agreed	As above	ASAP/ 21/01/13	Clerk Full Council
233/12	<b>Planning Applications</b> <ul style="list-style-type: none"> <li><b>SDNP/12/02857/TIME – Hazeldene – Longwood Road, Owslebury</b> <ul style="list-style-type: none"> <li>Extension to the time limit for implementation</li> <li>No Comment – submitted*</li> <li>8 week deadline passed – comment remains</li> </ul> </li> </ul>		
233/12	<ul style="list-style-type: none"> <li><b>SDNP/12/02716/HOUS – 1 Bottom Pond Cottages, Morestead Hill, Owslebury</b> <ul style="list-style-type: none"> <li>Construction of new timber framed garage</li> <li>Objection – Mass of Built Form – submitted*</li> <li>8 week deadline not passed. Planning Authority agreed an extension until 15/01/13</li> </ul> </li> </ul>		

<p>Council Decision</p> <p>Discussion</p> <p>Council Decision</p> <p>Actions Agreed</p>	<p>Review</p> <p>Cllr Tull informed the Council of his understanding that footings had already been dug and that no Environmental Impact Assessment had been submitted and in his view it should have been. He then went on to explain that due to works carried out in the adjacent woodland prior to the application, it may not be technically required.</p> <p>Cllr Manship stated it was a shame the landowner was not present as the Council could have gained a greater insight into the application within the public section of the meeting.</p> <p>The Council objected to the application on Mass of Built Form</p> <p>To submit the following comments:</p> <p>The Parish Council objects to this application on Mass of Built Form. The Parish Council has been informed that footings have already been dug. If this is the case, this concerns the Council and we would ask that this is investigated. The Parish Council notes that there is no Environmental Impact Assessment recorded. There are woodlands and fields immediately surrounding the property and ask whether this should be requested prior to a decision being made.</p>	<p>15/01/13</p>	<p>Clerk</p>
<p>233/12</p>	<ul style="list-style-type: none"> <li>• <b>SDNP/12/02987/FUL – Marwell Wildlife, Thompsons Lane, Owslebury</b> <ul style="list-style-type: none"> <li>○ Relocate existing portacabin reception building</li> <li>○ Comment Only – No comment if resulting traffic the same or less. Objection if resulting traffic increases due to single carriageway and dangerous bends – not submitted</li> </ul> </li> </ul> <p>8 week deadline not passed – Planning Authority agreed an extension until 15/01/13</p>		
<p>Council Decision</p> <p>Actions Agreed</p>	<p>The Clerk reported that she had spoken with John Adams at Marwell Zoo who had confirmed no additional traffic in Thompsons Lane would result from this application. Rather, he expected traffic to reduce.</p> <p>Comment Only</p> <p>To submit the following comments:</p> <p>The Parish Council makes no comment if resulting traffic flow remains the same or reduces. If WCC feel, on closer examination that traffic flow will increase, the Parish Council reserves the right to object to the application, as the adjacent road is single carriageway with dangerous bends.</p>	<p>15/12/12</p>	<p>Clerk</p>

**08/13 COUNTY AND DISTRICT COUNCILLOR REPORT**

**a) County Councillor Grant**

Cllr Mason reported that his total allocation of £13,000 for the financial year 2012/13 had been committed.

**b) Owslebury Primary School – Parent Governor**

Cllr Mason reported that Mrs Jo Hartley is stepping down as Parent Governor at the end of this academic year. He looks forward to appointing a replacement in the near future. He understands someone has indicated an interest which is good news and he has e-mailed the Clerk to the Governors requesting formal application(s) soon.

**c) Blue Lamp Trust**

Cllr Mason reported recent attendance at a Blue Lamp Trust meeting with the new Crime Commissioner and Deputy Chief Constable. There are 4 applicants for the post of Chief Constable.

**d) Council Houses**

Cllr Ruffell reported that in the middle of last year the Government confirmed WCC could build Council Houses. Further to this decision, planning agreement is now in place for 5 homes in Micheldever, 3 in Otterbourne and 5 in Itchen Abbas.

**e) Street Cleaning**

Cllr Ruffell reported that, since the last meeting, the roads in Owslebury had been swept and that he had asked Mr Martin Taylor, WCC, to speak with the concerned resident. He was unable to report whether this visit had taken place. The Council reported that unfortunately mud remains entrenched in the road edges where the brushes hadn't had effect. Cllr Ruffell agreed to discuss this further with Martin Taylor.

Action:	By When:	By Whom:
Street Cleaning		
<ul style="list-style-type: none"> <li>To discuss further with Martin Taylor</li> </ul>	ASAP	LR

**f) Local Plan Part 2**

Cllr Humby reported on the above, confirming that part 2 relates to areas outside the SDNP and asked whether the Council had received information. The Clerk confirmed some had been received which had been forwarded to Councillors. Owslebury only has a small peninsular which isn't in the SDNP. Cllr Humby confirmed that the Traveller Assessment is still on-going. In practical terms it is the larger parishes and towns that are being asked to consider the availability of a site, but if any parish is aware of an available location they are asked to notify him.

**g) Community Infrastructure Consultation Levy**

Cllr Humby confirmed this is to replace the Open Space Fund. Further details will be forwarded to Parishes in due course.

**09/13 HIGHWAYS**

**a) Update on work Lengthsman undertaken w/of 17<sup>th</sup> December 2012**

The Clerk reported that the lengthsman had continued to wash signs and bollards around the parish to improve highway safety; had cleared mud and leaves from the hard standing on the Recreation Ground and had cleared mud and leaves from pavements in Beech Grove, Hilly Close and Main Road in areas particularly used by our elderly residents and children e.g. around the bus stops.

**b) Public Consultation – “ Planning for Safe and Well Maintained Highways in Hampshire”**

The Clerk reported that she had forwarded information regarding the consultation to Owslebury Newsletter as Hampshire Highways are seeking feedback from parishioners.

Members requested the Clerk forward the following comments to Hampshire Highways on behalf of the Council:-

- The Council asks whether a schedule of works is in place to undertake routine maintenance, grip clearance etc. Work undertaken appears to be reactive rather than proactive. If this is not in place, the Council suggests it as a way forward. If it is in place it would be helpful to have site of it in the Parishes to enable Council's to advise on particular areas of work in relation to it, thus saving additional visits.
- The Council is concerned regarding the length of time it takes for jobs to be undertaken once requested. The Council appreciates that routine maintenance requests must take their turn, but would request that jobs are scheduled into the diary and the Clerk notified when, subject to emergencies, the Council can expect work to be undertaken.

- Whilst not seeking to introduce administrative processes that would take time away from repairs, the Council suggest that scheduling, together with regular progress reports, would improve communication and avoid any concerns a Council may have that their work has been forgotten.
- Immediate concern regarding the danger from water in unblocked culverts and grips. The Council observes that Contractors seemingly seem to focus on seeking to resolve the results of a problem rather than look to the cause and contributing factors of a problem. This, in the most part, gives only temporary solutions. For example, Cllr Page suggested that clearing the gullies in Hurst Lane would reduce the amount of water running down Hurst Lane, which in turn would reduce the flooding at the bottom. Work undertaken in the water meadow within Marwell Activity Centre, would enable water running over the road to drain away quicker. Neither the cause, both contributing factors.
- Cllr Tull informed the Council that information on Hantsweb states the Grips will be cleared annually. He recommended that a plan should be in place to enable this, resulting in a report.
- Cllr Tull informed Cllr Humby that the Grips in Longwood Road had not been cleared for 21 years. The Clerk reported that the Lengthsman had cleared the grip beneath the Solar Panel, though she noticed it required further attention.
- Cllr Humby reported that he had met with Mr Bennett in Hazeley Road, an Access Infrastructure visit with Emergency Planning and Highways regarding the flooding at the end of Hazeley Road at the junction with the C9. Mr Bennett has offered a culvert on his land to help resolve the problem.

Action:	By When:	By Whom:
Highways Consultation		
<ul style="list-style-type: none"> <li>• To forward the key points from the above to Hampshire Highways that specifically relate to the consultation.</li> <li>• To discuss with the manager of Marwell Activity Centre whether any work can be undertaken to help improve the drainage in Hurst Lane</li> </ul>	31/01/13	Clerk
	ASAP	AM

**c) Any General Matters**

The Clerk reported that Mr Peter Eade, Hampshire Highways had confirmed the pipes, to be laid under the road at the bottom of Hurst Lane, to replace the pipe that is currently breaking away, had been ordered, and he asked the Council to bear with them, as it would be a two to three months before installation, requiring a road closure, could be undertaken.

**10/13 RIGHTS OF WAY**

No new matters

**11/13 OFFER FROM THE CITY COUNCIL TO ORGANISE A MEDIATION SESSION WITH HALC**

The Clerk confirmed that whilst Councillors had indicated a willingness to participate in a mediation session, Mr Stephen Whetnall, WCC Monitoring Officer had requested this was placed on the agenda as a formal agenda item for discussion / agreement.

The Clerk read an e-mail, previously forwarded to Cllrs, in which Mr Whetnall stresses that whilst the exact terms of reference will be discussed with the Parish at the start of the meeting, the purpose should be to move forward. This could involve discussing how other parish councils handle some procedures, as there are many different approaches. It should not, however, seek to re-open the merits of previous decisions on individual matters.

The Chairman asked Members their views.

Councillor Tull said that everything comes back to the book of rules on the table. His concern was that we don't have a book of rules informing the Council what it can do and how it can do it.

The Clerk confirmed that the Council has many sources of information:

- Publications e.g.:
  - "Local Council Administration" by Charles Arnold Baker
  - "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide"
- Clerk and Councillor Training Sessions offered by "Hampshire Association of Local Councils" (HALC) and "Society of Local Council Clerks" (SLCC)
- Code of Conduct – adopted by the Council 02/04/07;
- Financial Regulations and Standing Orders – both adopted by the Council on 13/10/08.

- Internal Audit from the Council’s appointed Internal Auditor, Mr John Murray (*see notes below*)
- Clerk e-mail / telephone support as required e.g. with HALC; “round robin” with Clerks across Hampshire; local Clerk’s network; Council’s Auditor, John Murray and WCC Democratic Services

The Clerk reminded the Council, as shared with Cllrs at previous meetings, that some procedures e.g. Standing Orders, need updating, but to date this had not been possible owing to pressures of work in other Council matters.

To support the minutes: Key areas included within the internal audit by Mr John Murray for the assurance of the Council include:

- 1) *Proper Bookkeeping – cash book etc.*
- 2) *Standing Orders and Financial Regulations – in place and up-to-date. VAT controls in place, S137 payments correctly identified, tendering procedure in place, RFO appointed*
- 3) *Risk Management – looking at unusual financial activity, annual risk assessment, insurances in place and adequate, internal financial controls in place and working*
- 4) *Budgetary Control – is there a budget to support the precept*
- 5) *Income controls – all income due collected and recorded*
- 6) *Payroll Controls – all payments made in accordance with Council resolutions and Tax, NI and Pensions being dealt with correctly, Employment Contracts in place*
- 7) *Asset Control – Asset register up-to-date and assets covered by insurance*
- 8) *Bank Reconciliation*
- 9) *Year End procedures – all accounts balanced, all invoices etc available for inspection, all items recorded in Minutes*

*In addition, as Mr Murray has had many years’ experience as a Parish Council Clerk and RFO he is also able to offer advice on a number of procedural and financial matters as part of his overall service to the Council.*

Cllr Chapman confirmed his agreement to attend a mediation session though he confirmed he was cynical as to any progress that might be achieved. For instance, he said, the Council may have Standing Orders but how can we make sure we all do what they say? Others agreed and the Clerk was asked to forward a copy of the Standing Orders to all.

Cllr Page said that he felt Cllrs should be able to voice opinions, have a healthy discussion and take a vote on decisions and actions without the “to do” that we’ve had recently re: “one’s opinions”. We are all here voluntarily, procedures should be followed and this must happen in a reasonable manner.

The Clerk, further to agreement from the Chairman to speak, reiterated her concerns shared at the meeting of 10<sup>th</sup> December 2012, regarding e-mail content and suggested a protocol be agreed for e-mail conduct between Council Members and Council Officers (Parish / District / County).

There being no further comments the Chairman asked all Cllrs to forward a list of topics they wished to be discussed within the mediation session to the Clerk. He asked the Clerk to forward each Cllrs list (unedited to ensure impartiality and accuracy) to HALC to enable them to coordinate an agenda. This will speed up the beginning of the Mediation meeting, enabling available time to be given to the matters of concern rather than the formulation of an agenda.

Action:	By When:	By Whom:
<b>Mediation</b>		
• To confirm with Stephen Whetnall the Council’s wish to attend a meeting of mediation.	ASAP	Clerk
• All Cllrs to forward items for the Mediation meeting agenda to the Clerk for forwarding to HALC	ASAP	All Cllrs
• To forward the Owslebury Standing Orders to Cllrs	ASAP	Clerk

**12/13 PLANNING**

**a) To Discuss Planning Applications**

<b>SDNP/12/02944/FUL:</b>	<b>Hill View Farm, Hensting Lane, Owslebury</b>
<b>Proposal:</b>	The addition of a further 9.5kW of solar photovoltaic panels to an existing solar array
<b>Closing Date SDNPA:</b>	<b>31<sup>st</sup> December 2012</b>
<b>Closing Date OPC:</b>	14 <sup>th</sup> January 2013 @ OPC meeting (Extension agreed until 15/01/13)

OPC Decision: No Comment.

<b>SDNP/12/03222/LIS:</b>	<b>1 Bottom Pond Cottages, Morestead Hill, Morestead</b>
<b>Proposal:</b>	Removal of external grey slate on front and side of cottage to original Victorian red bricks
<b>Closing Date SDNPA:</b>	<b>4<sup>th</sup> January 2013</b>
<b>Closing Date OPC:</b>	14 <sup>th</sup> January 2013 @ OPC meeting (Extension agreed until 15/01/13)

OPC Decision: No Comment

<b>12/00283/LDC:</b>	<b>Neptune Outdoor Furniture, Thompsons Lane, Owslebury</b>
<b>Proposal:</b>	Use of land for storage of outdoor furniture and its components and stationing of a caravan and container used for storage (CERTIFICATE OF LAWFULNESS)
<b>Closing Date SDNPA:</b>	<b>25<sup>th</sup> January 2013</b>
<b>Closing Date OPC:</b>	14 <sup>th</sup> January 2013 at OPC meeting

OPC Decision: No Comment

<b>Action:</b>	<b>By When:</b>	<b>By Whom:</b>
<b>Planning Applications</b>		
<ul style="list-style-type: none"> <li>To notify WCC / SDNPA of the Council's decision by the due date</li> </ul>	ASAP	Clerk

**b) To Hear Planning and Appeal Decisions**

<b>SDNP/12/01636/HOUS:</b>	<b>Staggs Gate, Staggs Lane, Owslebury</b>
<b>Proposal:</b>	Loft conversion with internal alterations and a pool house to replace a disused outbuilding
<b>Decision:</b>	<b>Application Approved</b>

<b>SDNP/12/01677/HOUS:</b>	<b>Cartmel, Main Road, Owslebury</b>
<b>Proposal:</b>	Single storey rear extension and alterations
<b>Decision:</b>	<b>Application Approved</b>

<b>SDNP/12/01691/HOUS:</b>	<b>Hillside Cottage, Pitcot Lane, Owslebury</b>
<b>Proposal:</b>	Two storey rear extension and alterations
<b>Decision:</b>	<b>Application Approved</b>

<b>SDNP/12/02536/FUL:</b>	<b>Hydes Barn, Fawley Lane, Morestead</b>
<b>Proposal:</b>	Change of use of existing barn buildings from agricultural use to residential use (Class C3) demolition of implement store and erection of detached garage building
<b>Decision:</b>	<b>Application Refused</b>

<b>SDNP/12/02547/HOUS:</b>	<b>Orchard House, Whaddon Lane, Owslebury</b>
<b>Proposal:</b>	Demolition of an existing conservatory and its replacement with a single storey oak framed garden room with slate roof
<b>Decision:</b>	<b>Application Approved</b>

**c) Enforcement Issues**

No new Enforcement matters received.

**13/13 CORRESPONDENCE– FOR INFORMATION ONLY**

- a) Letter of introduction from Andrew Murphy, Neighbourhood Warden responsible for the area south of Winchester
- b) Notification of a provisional Tree Preservation Order on trees on land at Baybridge House, Belmore Lane, Owslebury, in accordance with the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

Action:	By When:	By Whom:
<b>Tree Preservation Order</b> <ul style="list-style-type: none"> <li>To raise the Council's concern to the Tree Officer that there seems insufficient detail regarding the number / type / location of the protected trees within the area marked on the map, to support this being enforced</li> </ul>	ASAP	Clerk

- c) Notification that the City Council is now starting work on the Council's Local Plan Part 2 – Development Management and Allocations document, which will cover that part of the Winchester District that lies outside the South Downs National Park.

**14/13 AGENDA ITEMS FOR THE NEXT MEETING**

No additional items identified

**15/13 FINANCE – SIGNATORIES FOR PAYMENTS PREVIOUSLY AGREED**

January 13 Finances

Voucher	Amount (£)	Payee	Purpose
83	30.00	TLC Online	Web site maintenance – January 2013
84	165.00	WCC	Dog Bin Emptying – July – September 2012
85	480.93	E A Manship	Clerk's Salary – December 2012
86	26.63	E A Manship	Office / General Maintenance Expenses – Dec 2012
87	128.34	HMRC	Clerk's PAYE and Clerk/OPC NIC – December 2012
88	153.25	HCC	Clerk's and OPC pension contributions – Dec 2012

**237/12 DATE OF NEXT PARISH COUNCIL MEETING**

To Confirm the Date of the next Owslebury Parish Council meeting as: **Monday 11<sup>th</sup> February 2013 at 7.45** in Owslebury Parish Hall.

The meeting closed at 9.10pm

Chairman..... Date.....