

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
8th JULY 2013
AT 07:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair)
Parish Councillors: Gerry Tull, Sally Tattersall, Paul Phillips, Will Martin.

IN ATTENDANCE

Clerk: Michael Cleary
2 members of the public

122/13 APOLOGIES

Parish Councillor Mark Egerton
Parish Councillor Roger Page
County and District Councillor Rob Humby
District Councillor Laurence Ruffell

123/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Councillor Phillips noted his personal interest (as a resident) in matters directly concerning Pitcot Lane. Councillor Chapman noted his personal friendship with the owners of Old Wells Cottage and would not take part in the deliberations on the planning application for that property. Councillor Tull noted his personal interest in the matter concerning the reimbursement of his expenses for work undertaken at the Council's request on the Glebe Field. There were no other declarations of interest by Councillors.

124/13 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10TH JUNE 2013

The minutes of the Parish Council meeting held on 10th June 2013 had been previously circulated. There being no amendments to the draft Minutes, the Chairman asked they be formally adopted and his proposal was unanimously approved.

125/13 POLICE REPORT

No representative of the Police was present and no report had been submitted to the Clerk. However the Clerk noted the Police Website did not record any crimes in Owslebury for the month of May, the latest available month for which statistics were available.

126/13 PUBLIC QUESTIONS AND COMMENTS

- a Planning Applications – statement of intent from owner or agent and public comment.**
Mr Wilkie commented on his application for the construction of a garage and the creation of a new vehicular access. He explained the background to the proposals and noted amongst other matters that there would be little impact on the farm track by the side of his property or traffic on the track, and visibility from the track onto the main road would be improved. He commented on concerns raised by a neighbour and recorded on the SDNP website and responded to questions from Councillors. During the discussion, Mr Wilkie noted the drain on the main road had not been working effectively 'for years'. The Chairman asked the Clerk to discuss the matter with Hampshire Highways.

Action:	By When:	By Whom:
Main Road drainage <ul style="list-style-type: none">Discuss with Hampshire Highways ineffective drain on Main Road outside Old Wells Cottage.		Clerk

- b Other agenda items –public comment.**
There were no questions from members of the public.

127/13 MATTERS ARISING FROM MINUTES

a) Pitcot Lane drainage

The Clerk reported County and District Councillor Humby had informed him the matter was included on a list of (county-wide) matters he would be discussing with Hampshire Highways and he would update the Council in due course.

Action:	By When:	By Whom:
Pitcot Lane drainage <ul style="list-style-type: none"> County/District Councillor Humby to discuss issue and options with Hampshire Highways. 		RH

b) Bridleway 9 process and procedure

The Clerk explained County and District Councillor Humby had been asked to attend at short notice an urgent meeting and had asked the Clerk to express his apologies. County and District Councillor Humby had met with the Clerk and provided the Clerk with a full update of his meetings with Officers. The Clerk highlighted key points in a note prepared by Officers for County and District Councillor Humby and circulated the note to Councillors. The note sets out the sequence of events and background information and Officers, whilst noting the tight timetable involved, understood and apologised for the lack of timely communication with the Council. Councillor Phillips commented many of the concerns raised by Councillor Tull at previous meetings and in correspondence with HCC were shared by most if not all members of the Council. Councillors understood fully the reasons for County and District Councillor Humby's absence and were grateful to him for the efforts he had made on the Council's behalf. However, there were still issues they wished to raise with County and District Councillor Humby and it was agreed the matter should be carried forward to the next meeting. In the meanwhile the Chairman asked Councillors inform the Clerk of the questions they would like addressed by County and District Councillor Humby and/or the Officers concerned.

Action:	By When:	By Whom:
Bridleway 9 process and procedure and related issues <ul style="list-style-type: none"> To inform the Clerk of questions Councillors would wish to discuss with Officers and/or County and District Councillor Humby. To consider outcome of review of the complaint by Councillor Tull (in his private capacity) and to determine whether the Council should take up the matter with HCC. 	ASAP 5 th August	All Councillors All Councillors

c) Kerbing at Hurst Lane

The Chairman reported the matter was on-going and should be carried forward to the next meeting.

Action:	By When:	By Whom:
Kerbing at Hurst Lane <ul style="list-style-type: none"> To consider local residents views and discuss options open to Council 		JC

d) Finials and Signage on Rights of Way

The Clerk reported both these matters were in hand and a further report would be given at the August meeting.

Action:	By When:	By Whom:
Finials <ul style="list-style-type: none"> Clerk to obtain quotes for replacement and installation re finial at Whaddon lane 	ASAP	Clerk

Action:	By When:	By Whom:
Rights of Way <ul style="list-style-type: none"> Discuss with HCC erection of signage on major rights of way re cyclists responsibilities. 	ASAP	Clerk

e) **Sports Clubs/Cricket Pavilion**

The Chairman reported progress was being made in this matter and a report would be made to Council at the September meeting (as agreed at the June meeting). He understood the Clubs were working together on the issues involved including strengthening relations and inter-action between the Clubs.

Councillor noted one of the 'new' issues emerging related to concerns about cricket balls causing damage to property or individuals. It was agreed the matter should be reviewed and brought back to Council in due course.

Action:	By When:	By Whom:
Sports Clubs/Pavilion <ul style="list-style-type: none"> Joint committee to be formed of Cricket and Sports Clubs to consider matters outlined in Chairman's note including proposed operation of facilities, construction and funding of new pavilion (including outline planning permission), Health and Safety including potential injury/damage from cricket balls) and related considerations on current pavilion, and short term arrangements. 	September meeting	MG/Clerk

f) **Traffic management**

The Clerk noted the limited number of incidents reported to him in recent months, even though Parishioners shared the Council's view that traffic speed and size of vehicles remains a serious problem for the Parish. Photographic evidence is difficult to acquire but a photograph of an upside down car following excessive speed in the Marwell area was particularly effective as evidence to present to the authorities. Councillors understood speed was an issue throughout the Parish and noted comments made by a Parishioner about the scale and urgency of the problem in the Morestead area. In relation to the Whaddon Lane/Marwell area, the Clerk noted County and District Councillor Humby would be discussing with Hampshire Highways and the new Traffic management officers an extension of the 30mph speed limit from the village centre. Councillor Tattersall noted she would be taking a particular interest in gathering evidence of excessive speed in the Marwell area. Councillors agreed renewed efforts should be made to collect credible evidence

Action:	By When:	By Whom:
Traffic management		
<ul style="list-style-type: none"> Use Owslebury Newsletter to publicise traffic management issues and to help gain public support for the reporting of traffic incidents 	September	ST/Clerk
<ul style="list-style-type: none"> Request review of approach to Speedwatch as part of gaining credible evidence. 	September	JC /WM
<ul style="list-style-type: none"> Report additional evidence re Marwell area to Clerk 	On going	ST/Clerk

g) **Glebe Field**

At the Parish Council meeting held on 10th June Councillors noted urgent repairs would be needed to the entrance to the Glebe Field, before the Church fete on 22nd June when many Parishioners would be present. In view of the urgency of the matter, the Parish Council's obligation to ensure the land is properly maintained and the minimal expense involved (under £100), Councillors accepted Councillor Tull's offer to undertake repair work at materials cost. In consultation with the Clerk, Councillor Tull, using his own equipment, placed c4 tonnes of plainings on the entrance, compacted as necessary. Councillors noted the materials cost of £40 plus VAT to OPC was minimal. They authorised the Clerk to pay the invoice for £48 and thanked Councillor Tull for his community spirit in getting an urgent matter resolved with no disruption and little expense.

h) **The Ship Inn**

The Clerk noted he had submitted a request to WCC for the Ship Inn to be registered as a Community Asset. WCC had acknowledged the request and would give its approval or otherwise by the end of August.

Action:	By When:	By Whom:
Ship Inn		
<ul style="list-style-type: none"> Clerk to update Council on outcome of request to WCC to register The Ship Inn as a community asset.. 	September	Clerk

i) Dangerous Trees at Jackman’s Hill process and procedure

The Clerk noted he had received a response from WCC to the letter of concern sent on behalf of the Council. However they had referred him to Hampshire Highways and the Clerk was awaiting a response from them.

Action:		
Dangerous trees at Jackman’s Hill/process and procedure <ul style="list-style-type: none"> • To request WCC and HH to review procedures so as to prevent a recurrence of unreasonable delay in dealing with a future public safety issue.. 	ASAP	Clerk

128/13 COUNTY AND DISTRICT COUNCILLOR REPORTS

The Clerk explained District County Ruffell was on holiday and County and District Councillor Humby had been called at short notice to an urgent meeting. He had however provided the Clerk with a full update, as already recorded above, and in addition had noted on behalf of District Councillor Ruffell the work on the re-arrangement of Beech Grove would take place shortly, with residents being informed on 8th July. He also asked the Clerk to report that work would be carried out on the water main on the main Portsmouth Road between the traffic lights and the roundabout at Colden Common. In order to minimise disruption particularly to summer traffic to Marwell Wildlife, the work would be undertaken primarily in January. Local diversionary routes would be determined in due course.

129/13 HIGHWAYS

- a) The Clerk noted he had not received a reply from Hampshire Highways to a number of outstanding points including short term safety measures in relation to the culvert at Hurst Lane, loose kerb stone in Whaddon Lane, acquisition of ‘20 is plenty signage’ and other matters. The delay may be due to the absence on holiday of Tom Waldren. However, the Chairman asked renewed effort be made to obtain a response, particularly in relation to the safety related matters. In addition Councillors requested the state of the verges on the left hand side of the Longwood Road towards the crossroads be included in the list of points for discussion with HH.
- b) The Clerk noted comment had been made to him about both the Bank tree and the tree by the Jubilee table. It was agreed the Clerk should contact the Tree officer at WCC for advice.

Action:	By when:	By whom:
Hampshire Highways <ul style="list-style-type: none"> • To request HH to consider: <ul style="list-style-type: none"> ○ safety requests in relation to culvert at Hurst Lane ○ loose kerb stone in Whaddon Lane ○ verges on LHS Longwood Road ○ acquisition of 20 is plenty signs 	ASAP	Clerk

Action:	By when:	By whom:
Trees <ul style="list-style-type: none"> • To seek advice from WCC on Bank tree and tree by Jubilee table. 	ASAP	Clerk/GT/J C

130/13 RIGHTS OF WAY

There were no specific matters discussed but Councillor Tull stressed the need for Parishioners to let him know, as the Open Spaces representative, of any concerns over the state of Rights of Way.

131/13 PLANNING

a) Planning Applications

SDNP 13/02527/HOUS	Old Well Cottage, Main Road, Owslebury, Winchester SO21 1LU
Proposal:	Proposed construction of attached double garage and creation of new vehicular access
Closing Date SDNPA:	04/07/13
Closing Date OPC:	09/07/13

OPC decision: 'no comment'

SDNP 13/02359/HOUS	Whaddon House, Whaddon Lane, Owslebury, Winchester
Proposal:	Part removal of existing kitchen, oak framed bay window, shower room to first floor bedroom and utility units in existing garage.
Closing Date SDNPA:	01/07/13
Closing Date OPC:	09/07/13

Councillors expressed concern the location plan and block plans had not been made available on the SDNP website and there was therefore incomplete public information. They asked the Clerk to report the matter to SDNP. Councillors did not wish to unnecessarily delay the planning process and it was agreed that whilst on the basis of the available documentation and local knowledge of the site the Council would submit 'no comment', Councillors would confirm the position after they had had the opportunity to consider the plans which should have been available on the website. (Subsequent to the meeting, Councillors viewed the plans and confirmed the Council should submit 'no comment').

b) Planning Decisions

Councillors noted the planning application for Homefield House had been approved.

c) Enforcement issues

The Clerk noted he had not been informed of any new Enforcement matters.

132/13 DRAFT PARISH PLAN

a) Summary of responses to questionnaire

The Clerk noted 78 questionnaires had been completed representing about 24% of households in the Parish. There had been strong support for nearly all the proposals in the draft Parish Plan, notably maintaining Owslebury and Morestead as primarily agricultural in nature with close monitoring to limit or eliminate creeping industrialisation (including conversion of agricultural building to residential use) and with better traffic management in relation to speed, signage and size of vehicles. A copy of the Clerk's presentation is attached to these minutes.

b) Next steps

Councillors agreed the outcome of the public consultation should be made available on the web, newsletter, notice boards and in the Village Hall. Any final comments from Parishioners on the outcome of the consultation and draft proposals should be submitted by the end of September with a view to a final Plan being prepared with a copy being submitted to WCC.

c) Prize draw

As an incentive to compete the questionnaire in the public consultation, it was agreed there would be 2 prizes of £25 each to those who gave their names on the questionnaire. One of the members of the public present at the meeting selected 2 questionnaires at random; Suzanne Gill and Isa Nagle-Taylor being selected. Councillors authorised the Clerk to make the necessary payments.

Action:	By when:	By whom:
Draft Parish Plan		
<ul style="list-style-type: none"> • To publicise outcome of consultation in: <ul style="list-style-type: none"> ○ Owslebury newsletter ○ Notice boards and website ○ Parish Hall • To request final comments by end September • To prepare final Plan after seeking final comments by the end of September. 	ASAP	Clerk
	ASAP	Clerk

133/13 RECREATION GROUND

The Clerk reported he had had 3 of the 4 additional quotes he had sought for improvements to the track at the Recreation Ground. The 4th contractor had declined to tender. It was agreed the track would need 'basic' repairs and making good before the autumn. Two of the contractors had submitted the same tender price, the third being considerably in excess of the other two. One of the two preferred contractor had submitted their tender before the other and in greater detail. Councillors had no preference between the two and the Clerk was asked to establish when the work could be undertaken and to select on the basis of his assessment of both tenders and availability to do the work.

Action:	By When:	By Whom:
Track at Recreation Ground <ul style="list-style-type: none"> Clerk to ascertain availability of the 2 preferred contractors and to select on the basis of his assessment of tenders and availability to undertake the work. 	ASAP	Clerk

134/13 GLEBE FIELD

The Clerk noted the Horticultural Show would take place in August. The event would not be organised or managed by the Parish Council and public liability insurance would (as usual) rest with the organiser. The organiser had been given a copy of the formal SSE plan as to the location of the power cables (but undertook his own survey which showed the cables to be in a different position from that on the formal plan). The Parish Council's insurers had requested this be notified to Councillors and recorded in the Minutes of the meeting.

135/13 FINANCES AND ADMINISTRATION

a) Approval of accounts for payment

Councillors approved the (pre-circulated) schedule of proposed payments, actual receipts and summary of cash balances prepared by the Clerk and noted the in the Clerk's report:

Proposed payments

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
29	29.00	CPRE	Subscription for 2013/14 (budget £30)
30	100.00	Owslebury Newsletter	2 full runs for distribution and collection of Parish Plan – covered by grant from WCC
31	30.00	TLC (webmaster)	Additional cost re preparing on-line questionnaire for Parish Plan – covered by grant from WCC
32	30.00	TLC	Monthly webmaster charge
33	290.81	M Cleary	Net pay June
34	142.59	M Cleary	Exps June (digger hire £100; printer cartridges £15.98; Parish Plan copying £15; postage £3.20; travel £8.41)
35	193.60	Post office Ltd	Clerk's PAYE June
36*	48.00	G Tull	Reimbursement of expenses re Glebe Field, Minute 127/13-g refers
38*	25.00	S Gill	Questionnaire prize winner (Minute 132/13 -c refers)
39*	25.00	I Nagle-Taylor	As above
RECEIPTS			
	0.89	Interest	Business 30 day account

**authorised at meeting and cheques drawn up at end of after meeting – not included in cash book balance or financial summary for 1st Quarter*

Notification of a grant of £250 from Hampshire Playing Fields, had been received but it had yet to be credited to the OPC account.

The Cash book balances (reconciled to the latest bank statements) at 8th July 2013 totalled £35,170.74 (including ring fenced funds, of which Alternative Community Projects Reserve is £14,906.02).

b) Comparison of actual against budget for 1st quarter ended 30th June 2013

The Clerk had pre-circulated an analysis of the 1st Quarter results (attached to these Minutes) and summarised the main areas of interest. He noted the saving in payroll costs and insurance costs had largely made up for the small adverse variances in other areas and for the large one-off repayment of the VAT which had been claimed in error earlier in the year. Overall there was a shortfall against the budget for Q1 of £122 which the Clerk believed would be recovered in the rest of the financial year.

136/13 CORRESPONDENCE

- a) Councillors noted correspondence received from Mr Woolmer expressing concern over the major traffic issues in the Morestead area. As noted above in minute 127/13(f), the Chairman and Councillor Martin would include the matter in their discussion with the Chair of Neighbourhood Watch/Speedwatch.
- b) Councillors noted the Licensing Application for the Matterley Bowl Moto Cross event in August and determined not to make any objections or comment.

137/13 AGENDA ITEMS FOR NEXT MEETING

Councillors asked that Bridleway 9, the outcome of discussions with Hampshire Highways on safety related matters and the outcome of the work in Beech Grove be included on the August agenda..

138/13 DATE OF NEXT TMEETING

The next meeting of the Council will be on 5th August 2013 at the Parish Hall commencing at 7.45pm.

The meeting closed at 9.30pm

Chairman.....John Chapman Date 5th August 2013