

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
10th JUNE 2013
AT 07:50PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair)

Parish Councillors: Roger Page and Gerry Tull (for the whole meeting) Mark Egerton and Sally Tattersall, both after co-option from items 105/13 onwards.

IN ATTENDANCE

County and District Councillor Rob Humby and District Councillor Laurence Ruffell (left the meeting at 8.45pm)

Clerk: Michael Cleary

4 members of the public (left 9pm)

100/13 APOLOGIES

Parish Councillor Will Martin

Parish Councillor Paul Phillips

101/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Councillor Tull noted that whilst he did not have a pecuniary or non-pecuniary interest in the matter, he knew certain of the contractors requested by the Clerk to quote for repairs to the Recreation Ground track and would not participate in the related discussion. Councillor Egerton, following his co-option, declared a non-pecuniary interest in an item on the agenda relating to the Cricket Club. Councillors confirmed there was no objection to Councillor Egerton's participation in the discussion on this matter. There were no other declarations of interest by Councillors.

102/13 CLARIFICATION ON ELECTION PROCEDURE FOR CHAIRMAN AND VICE CHAIRMAN

The Chairman noted that whilst the matter did not affect the election of the Chairman and Vice Chairman at the May meeting (where the 3 members present at that meeting had all be 'elected'), the Clerk had sought clarification of the process from Democratic Services. The Clerk noted that in such elections all councillors, whether co-opted or elected, could put their names forward for election as Chairman or Vice Chairman.

103/13 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH APRIL 2013

The minutes of the Parish Council meeting held on 20TH May 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.

104/13 CO-OPTION OF COUNCILLORS

Having completed due process following the resignations of Anthony Manship and Ellen Catterson and with only two Parishioners having put their names forward for consideration, Councillors unanimously voted in favour of co-opting Mark Egerton and Sally Tattersall to the Council until the next public election in May 2014. Mark Egerton and Sally Tattersall signed the Declaration of Acceptance of Office and joined the meeting as Parish Councillors.

105/13 POLICE REPORT

No representative of the Police was present but a report had been submitted to the Clerk: in the period 13th May to 9th June there had been 3 complaints of vehicles travelling at excessive speeds along the Morestead Road, one incident of theft and one of anti-social behaviour, both in the Whites Hill vicinity.

106/13 PUBLIC QUESTIONS AND COMMENTS

There were no questions from members of the public.

107/13 MATTERS ARISING FROM MINUTES

a) Terms of reference for representatives.

The previously circulated Terms of reference for Parish Council Representatives were adopted by Councillors.

b) Appointment of Parish Council Representatives for 2013/14

The following appointments were agreed by the Council:

- Winchester District Association of Parish Councils (WDAPC): John Chapman and Paul Phillips
- Owslebury Parish Hall Management Committee (OPHMC): Mark Egerton
- Owslebury and Morestead Community Association (OMCA): Paul Phillips
- Opens Spaces (incorporating Tree Warden, Rights of Way, Fly tipping, Travellers): Gerry Tull
- Playground: Roger Page and Sally Tattersall in support role to Clerk
- Sports Clubs and Recreation Ground: John Chapman and Gerry Tull
- Planning: John Chapman and Roger Page
- Neighbourhood Watch: Will Martin
- BAA Southampton: Sally Tattersall
- Local Authority Representative to Owslebury Primary School: Mark Egerton

It was further agreed Highway matters would be dealt with primarily through the Clerk with the involvement where necessary of County and District Councillor Humby and Parish Councillors. Enforcement matters would be similarly dealt with but with the involvement as necessary of District Councillor Ruffell. Representatives for Public Transport Forum and Winchester Area Community Action (WACA) meetings would be determined as and when necessary.

c) Pitcot Lane drainage

The Chairman reported he and the Clerk had met with County and District Councillor Humby and District Councillor Ruffell on site. County and District Councillor Humby understood the nature of the problem and the concerns of the residents, notably those at the lower end of the Lane. Clearly the cost of any works would need to be carefully considered against other equally demanding projects in the County. However he agreed to discuss the matter with Hampshire Highways.

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

d) Bridleway 9 process and procedure

Councillor Tull noted he had still not had a report from the compliance officer following his formal complaint as to the process and procedure followed by HCC. On the more general issues involved, County and District Councillor Humby noted he had endeavoured to contact the appropriate officer on the Countryside Team at HCC but had not yet had the opportunity to discuss the matter with her direct. He understood the need for better communication of SDNP policy on bridleways and cycling and would discuss the matter with Park representatives. On the issue of glass on the Bridleway, the Clerk noted he had formally written to HCC advising them the Parish Council had been informed of the existence of glass on the Bridleway and that public liability risk rested with HCC. He had received a reply from HCC which acknowledged the problem, the action being taken and the acceptance of the public liability risk.

Action:	By When:	By Whom:
Bridleway 9 process and procedure/SDNP Plans <ul style="list-style-type: none"> • 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. • County/District Councillor Humby to discuss communication of plans and proposals with SDNP representatives 	ASAP 8 th July	GT/Clerk RH

e) Mound at Recreation Ground

The Clerk reported the turfing by the contractor, at his own expense, of the mound was now complete and the turf appeared to have ‘taken’. He thanked Councillor Page for watering the turf during the sunny spell. Councillors agreed the contractor’s invoice for the original works could now be paid.

f) Kerbing at Hurst Lane

The Clerk reported Hampshire Highways had provided cost estimates for single (£43 per metre) and double (£86 per metre) height kerbs. The Chairman reported discussions would take place in due course with local residents.

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

g) Parish Plan Consultative Document

The Clerk reported he had received some 50 questionnaires. There had been a couple of hiccups in the distribution and collection arrangements but further reminders would be included in the next Newsletter, on Notice Boards and on the Website. There would also be a presence at the Church Fete on 22nd June. The Chairman asked all Councillors to encourage people to complete the questionnaires, on-line, delivery to Miranda Sprot’s home, by post or at the Church fete.

Action:	By When:	By Whom:
Parish Plan consultative document <ul style="list-style-type: none"> Parish presence and process at Church Fete to be determined Clerk to keep the Council informed of progress and comments from Parishioners 	Urgent On-going	JC/Clerk Clerk

108/13 COUNTY AND DISTRICT COUNCILLOR REPORTS

County and District Councillor Humby and District Councillor Ruffell updated Parish Councillors on their responsibilities.

District Councillor Ruffell had been appointed Chairman of the Planning and Development Control Committee and Chairman of the North of Whiteley Development Forum.

County and District Councillor Humby is Deputy Leader of Winchester City Council, Cabinet Member and Portfolio Holder for Economic Development (covering Economy and Arts, Tourism, Museums, Community Grants, Sports and Physical Activity). On HCC he had been appointed to the Regulatory Committee (Planning), the Culture and Rural Affairs Committee and to the River Hamble Harbour Board.

County and District Councillor Humby noted he planned to meet with the Chairman and Clerks of the (individual) parishes within his remit on a regular basis so that he could gain a good understanding of the issues facing the parishes. He and District Councillor Ruffell encouraged the Parish Council to use them to good effect in dealing with issues involving either HCC or WCC.

109/13 HIGHWAYS

- a) The Clerk noted the Email apology received from Open Reach over the confusion caused by poor signage during their recent work in Whaddon Lane. The Chairman had spoken to Mr Fagg of Open Reach who had also apologised for the inconvenience to Parishioners and the Ship Inn.
- b) The Clerk noted the finial (owned by the Parish Council) on Whaddon Lane at the junction with Lower Baybridge Lane had been stolen some time ago. Councillors agreed it should be replaced.
- c) Councillor Tull reported the finial (owned by HH) at the bottom of Whites Hill was missing. It was agreed the Clerk would investigate further and advise HH as necessary.

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 Clerk to report missing finial at bottom of Whites Hill to HH 	8 th July ASAP	Clerk Clerk

The Chairman commented a kerb in Whaddon Lane has become misplaced during the recent work in the Lane. The Clerk noted the matter had been reported to HH.

110/13 RIGHTS OF WAY

The Clerk noted there had been 2 complaints about cyclists on footpaths. Given the SDNP Authority strategy was to give greater access by cyclists to the Park (Bridleways and cycle paths), the Parish could reasonably expect an increase in the number of cyclists. The Chairman noted the need to understand more fully SDNP's plans, with particular reference to the Bridleways and cycle routes in the Parish. County and District Councillor Humby noted this would form part of his forthcoming discussions with the Authority. Councillor Tull noted his research had indicated cyclists using footpaths were trespassers on the land and it would be up to the landowner to require them to desist. In practice this would be very difficult. Councillors considered whether signage would be appropriate on the better used footpaths clearly stating cycling was not permitted or in the case of Bridleways, to 'give way' to horse riders. Such signage should be erected, paid for and maintained by the Countryside Team acting for SDNP.

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. 	8 th July	Clerk

111/13 PLANNING

There were no planning applications for Councillors to consider. Councillors noted Planning Permission had been granted for Phillips Farmhouse, Baybridge Lane, Owslebury. There were no new Enforcement matters to report.

112/13 SPORTS CLUBS AND PAVILION

With the agreement of Councillors, the Chairman changed the order of the Agenda to allow for earlier discussion of this matter. The Chairman reported on the meeting he and Councillor Tull had had with Mark Egerton (as a member of the Cricket Club) on the Cricket Club and the Pavilion, following the expiry of the lease of the ground upon which the Pavilion is built. The Chairman had pre-circulated a proposed way forward and Councillors supported the general principles included in the Chairman's paper. In essence he had proposed a management committee comprising members of both the Cricket Club and Football Club to put forward proposals to run the facilities (which would be owned by the Parish Council) at the Recreation Ground, and to construct and fund a new Pavilion. Such an approach should facilitate the development of sport in the Parish by way of a constructive approach, involvement and dialogue between the Cricket and Football Clubs and the Parish Council.

Councillor Egerton noted that some members of the Cricket Club were in favour of such an approach and the Chairman of the Football Club had indicated his support as well. It was agreed short term arrangements would need to be made to enable the Clubs to use the Pavilion (by way of lease or licence) but with a view to a longer term arrangements possibly involving the construction of a new pavilion being put in place. The Committee would consider all factors (including Health and Safety) and options and return to the Council with its recommendations or a full update on progress, at the Council's September meeting.

Councillor Tull noted the need to have outline planning permission in place before any serious discussions could take place on funding or construction – other Councillors readily agreed. County and District Councillor Humby noted that grants may be available from HCC, but care was needed as this may preclude grants from other sources. He would provide contact details to Councillor Egerton.

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 	September	MG/Clerk

matters outlined in Chairman's note including proposed operation of facilities, construction and funding of new pavilion (including outline planning permission), Health and Safety and related considerations on current pavilion, and short term arrangements.	meeting	
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113/13 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. It was agreed the track would need 'basic' repairs and making good before the autumn and the contractors quotations should be considered at the July meeting of the Parish Council.

Action:	By When:	By Whom:
Track at Recreation Ground <ul style="list-style-type: none"> Clerk to obtain remaining quote for 'making good' for consideration and decision at July meeting. 	8 th July	Clerk

114/13 TRAFFIC MANAGEMENT

The Clerk reported a database had been established but at present was thinly populated. Contact had been made with Alison Davies who was conducting a review of traffic incidents and it had been agreed to share information as and when available. A newsletter item would be published in due course with Website and Public notices. Additional evidence including photographs was required. Councillors noted the need to try to expedite matters given the importance to the Parish, and to provide County and District Councillor Humby with the information he needed to help the Parish Council with the Officers involved in Traffic Management. Councillor Tattersall agreed to make further enquiries and help with the process.

Action:	By When:	By Whom:
Traffic Management <ul style="list-style-type: none"> Obtain available information and evidence to help populate database and provide credible evidence for County/District Councillor Humby to discuss with Officials. 	8 th July	ST/Clerk

115/13 GLEBE FIELD

The Clerk reported 2 significant events were planned for the summer period – the Church Fete and the Horticultural Show. Neither event would be organised or managed by the Parish Council and public liability insurance would (as usual) rest with the organisers. The Parish Council's insurers had requested this be notified to Councillors and recorded in the Minutes of the meeting.

The Clerk noted the entrance to the Glebe Field required some attention. Councillor Tull volunteered to assist in the resolution of the problem before the Church Fete. The Clerk was asked to work with Councillor Tull to achieve this end taking due account of the Code of Conduct.

Action:	By When:	By Whom:
Glebe Field <ul style="list-style-type: none"> Clerk to work with Councillor Tull to arrange 'making-good' the entrance to the Field. 	Urgent	Clerk/GT

116/13 FINANCES AND ADMINISTRATION

- a) Councillor agreed the Clerk's proposal to add Councillors Egerton and Tattersall to the Bank Mandate.
- b) Councillors agreed to the Web Masters additional security arrangements for the Council's website at an additional (discounted) cost of £30 per year.

- c) In view of the importance of the Ship Inn to the Parish, Councillors agreed the Clerk should seek to register it with WCC as a Community Asset.

Action:	By When:	By Whom:
Ship Inn • Clerk to ask WCC to register The Ship Inn as a community asset..		Clerk

- d) Councillors agreed that as a first step to a full retention of documents policy, and in line with NALC recommendations, planning documentation could be destroyed after the related development has been completed except that the Decision Notices outlining conditions of approval should be retained.
- e) Councillors agreed the subscription to CPRE should be renewed for a further year (£29)

Councillors approved the (pre-circulated) schedule of proposed payments prepared by the Clerk and noted the Clerk's report:

Proposed payments

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
14	1272.00	Steven Rogers	Mound – payment held back from May meeting. Cost £1060+ VAT £212
22	1287.33	Zurich Insurance	2013/14 premium as approved by Council at May meeting (budget: £1843)
23	30.00	TLC On-line	Web master invoice or June (budget: £30)
24	345.68	M Cleary	Clerk's net pay May (budget £525)
25	234.82	M Cleary	Clerk's expenses May: travel £16.71(budget: £30), Postage £6.40 (budget: £2), Stationery £17.48 (budget: £33), Paint for benches £39.17 (budget: £25) + VAT £7.84, Parish Plan printing (Copyman) £147.20 (covered by WCC grant)
26	230.00	Post Office Ltd	Clerk's PAYE/NIC May (budget: £137)
27	96.00	OPHC	Meeting room hire (budget: £25)
28	6.00	OPHC	Meeting room hire for Neighbourhood Watch
RECEIPTS			
	0.86	Lloyds	Interest on deposit accounts

The Clerk noted he had received notification of a grant of £250 from Hampshire Playing Fields, on certain conditions, once the payment for the mound has been completed.

The Clerk noted the Cash book balances (reconciled to the latest bank statements) came to £35,988.35 (including ring fenced funds, of which Improvements fund is £14,906.02).

117/13 CORRESPONDENCE

Councillors noted correspondence received by the Clerk. In relation to the forthcoming Winchester Transport Forum, they felt a representative would not need to attend on this occasion. Councillors noted an email from Mrs Harfield in connection with her concerns as to any material increase in the number of cricket matches played on the Recreation Ground.

118/13 AGENDA ITEMS FOR NEXT MEETING

. There were no additional items put forward for inclusion on the July agenda.

119/13 AUGUST MEETING

Councillors Chapman and Tattersall advised they would not be present for the August meeting. Councillors agreed an email would be sent to Councillors at the appropriate time to establish whether there was sufficient business to justify a meeting in August.

120/13 DATE OF NEXT TMEETING

The next meeting of the Council will be on 8th July 2013 at the Parish Hall commencing at 7.45pm. Councillor Egerton expressed his apologies as he would be unavailable for the meeting,

121/13 Anthony Manship

The Chairman noted Anthony Manship, former Chairman, had sustained a major injury and was in hospital. All Councillors readily joined the Chairman in sending their best wishes for his speedy recovery

The meeting closed at 9.45pm

Chairman..... John Chapman..... Date 8th July 2013