

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
9<sup>th</sup> JUNE 2014  
COMMENCING AT 8PM IN OWSLEBURY PARISH HALL**

**PRESENT**

Parish Councillor John Chapman (in the Chair)

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

**IN ATTENDANCE**

Clerk and Responsible Financial Officer (RFO): Michael Cleary.

No member of the public was present.

**APOLOGIES.**

County and District Councillor Rob Humby.

District Councillor Laurence Ruffell.

**114/14 ELECTION OF CHAIR FOR 2014/15.**

The Council **Resolved** unanimously to re-appoint Councillor Chapman as Chair until the next Annual Council Meeting (Proposed by Councillor Page and seconded by Councillor Phillips).

**115/14 ELECTION OF VICE CHAIR FOR 2014/15.**

The Council **Resolved** unanimously to re-appoint Councillor Tull as Vice-Chair until the next Annual Council Meeting (Proposed by Councillor Phillips and seconded by Councillor Chapman).

**116/14 DECLARATIONS OF ACCEPTANCE OF OFFICE, INTERESTS AND THE CODE OF CONDUCT.**

All Councillors signed the relevant forms in relation to Acceptance of Office, Code of Conduct and the Disclosure of Pecuniary Interests.

**117/14 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Martin noted his personal interest, as a neighbour, in a matter concerning a planning application.

**118/14 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES 2014/15.**

The Council considered the terms of reference for Parish Council Representatives. The Clerk confirmed the proposed terms were the same as those approved by the Council at the 2013 Annual Council Meeting. The Council **Resolved** unanimously to approve the Terms of Reference (Appendix A).

The Council **Resolved** unanimously to re-appoint individual Councillors to the same Parish Council Representative positions as they held in the previous Council year:

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

**119/14 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12<sup>TH</sup> MAY 2014.**

The draft minutes of the Parish Council meeting held on 12<sup>th</sup> May 2014 had been previously circulated. All Councillors noted their acceptance of the Minutes, and it was **Resolved** unanimously that they were a true record.

**120/14 PROCEDURAL AND CONSTITUTIONAL MATTERS.**

The Council considered the following policies submitted by the Clerk and **Resolved** unanimously to adopt them until the next Annual Council Meeting:

- Standing Orders 2014/15.
- Financial Regulations 2014/15 (as previously adopted by Council on 12<sup>th</sup> May 2014).

- Risk Assessment (as previously adopted by Council on 10<sup>th</sup> March 2014).
- Complaints (as previously adopted by Council on 11<sup>th</sup> November 2013).
- Freedom of Information.
- Dealings with the Press.

In relation to Standing Orders 15b(i), Council **Resolved** unanimously to authorise the Clerk, if so requested by an individual Councillor, to send that Councillor the Summons to attend a meeting, Agenda and related papers by electronic means.

**121/14 INSURANCE ARRANGEMENTS 2014/15.**

The Clerk noted the assets recorded in the Council’s asset register. He further noted he had arranged for 3 insurance quotations. The Council’s current providers, Zurich, continued to offer a competitive premium (the lowest quote of the 3 obtained) with slightly better levels of cover. The Council **Resolved** unanimously to continue with Zurich for a further 12 month period.

**122/14 DATES, PLACE AND TIMES OF FUTURE MEETINGS.**

The Council **Resolved** unanimously that in the absence of Bank Holidays, any special or urgent business, Council meeting would take place in the Parish Hall or Committee Room on the second Monday of the month commencing at 7.30pm.

**123/14 PUBLIC QUESTIONS AND COMMENTS**

No member of the public was present at the meeting.

**124/14 POLICE REPORT.**

The Clerk informed the Council the Police had recorded a number of incidents over the last month including: dog attack on chickens and Alpacas, a serious road traffic accident, criminal damage to school property, possession of cannabis, firing of an air weapon, and incidents involving motor vehicles.

**125/14 COUNTY AND DISTRICT COUNCILLOR REPORTS.**

It was noted that during the Annual Parish Assembly which had preceded the meeting, District Councillor Ruffell had reported on his and County and District Councillor Humby’s public activities.

**126/14 PLANNING**

a) **Planning Applications.**

SDNP 14/02188/FUL	Ridge Way Lower Baybridge Lane, Owslebury
Proposal:	Demolition of an existing dwelling and construction of 1 no. four bedroom dwelling (amendment to existing planning permission SDNP 13/00419/FUL.
Closing date (OPC):	10/06/14

The Council **Resolved** unanimously not to make any comment on the Application which was similar to an earlier Application on the same property previously considered by Council.

SDNP 14/02024/FUL	Alpaca Meadow, Hensting Lane, Owslebury
Proposal:	Change of use of land for siting of a temporary mobile home for occupation by an agricultural worker.
Closing date (OPC):	10/06/14

Councillors considered the Application and after debate, the Council **Resolved** (Councillor Martin abstaining) to oppose the Application on the following grounds:

- the Applicant had not demonstrated a convincing case to support the need for an agricultural workers accommodation on the small site. The Council was not persuaded a sustainable agricultural based business could be developed on the site;
- the size of the proposed building was out of proportion to the size of the site and together with hardstanding would materially reduce the amount of ‘workable land’ on an already small area. The Council further noted the declared intention of the Applicant was to have a permanent home on the site;

- the building would give rise to a visually intrusive form of development, that would be harmful to the landscape character of the area, within the SDNP, contrary to the primary aims of the SDNPA. The building would be visible from the Monarchs Way and the Pilgrims Trail;
- the site was within a flood zone, as evident by the serious flooding for several months earlier in the year;
- the proposed building included 3 double bedrooms and if these were indeed occupied, then together with transfers between this site and the applicant's Otterbourne site, the traffic to the site could be expected to materially increase- putting further strain on an already busy single track lane;
- the Application was for 5 years, significantly outside the established time period for temporary accommodation.

**b) Planning Decisions.**

The Clerk noted that permission had been granted for Marwell Wildlife's application (SDNP 14/01244/FUL) for change of use of Stable Cottage, and also for Mares Lane Bungalow, Hensting Lane (SDNP 14/01568/FUL) for the a replacement dwelling. The application for Old Wells Cottage (SDNP 14/01079/FUL0) for the retention of the attached double garage and creation of a new vehicular access, had ben refused.

**c) Enforcement.**

The Clerk confirmed there were no new Enforcement matters to bring to the Council's attention. Councillors requested further information be provided at the next meeting on the progress made on enforcement cases.

Action: Enforcement	By When:	By Whom:
• Clerk to obtain updated information from WCC/SDNPA.	August	Clerk

**127/14 HIGHWAYS.**

**a) Traffic Management.**

Councillors noted little to no progress had been made in one of its main objectives – the reduction of speed limits and speeding traffic in the Parish. It noted County and District Councillor Humby would be meeting Andy Smith to discuss speed related issues, and would consider matters further after the outcome of that meeting was made known to the Council.

Action: Traffic speed	By When:	By Whom:
• To assess the outcome of discussions between Rob Humby and Andy Smith.	July	All

**b) BoomTown Traffic Management.**

Councillors remained concerned about the proposed Traffic Management Plan. They noted the email sent by the Clerk to BoomTown expressing the Council's continued reservations. They noted that insufficient consideration had been given to traffic management issues, and the related impact on local residents, during the licence process. The Plan was over-reliant on 'good luck' on the days involved, particularly with regard to Harvest traffic. Nonetheless, Councillors acknowledged BoomTown and HCC appeared determined to implement the Plan. The outcome would be closely monitored by Council. It was agreed that the most affected groups included local farmers and, in addition to the actions being taken by Twyford Parish Council, it was agreed the Clerk should contact Owslebury based farmers to forewarn them of potential disruption to traffic during the Festival.

Action: BoomTown	By When:	By Whom:
• Clerk to confirm email expressing reservation has been received by intended recipients.	July	Clerk
• Clerk to advise local farmers of potential traffic issues.	July	

**c) Other matters.**

Councillors noted that the Environment Agency had advised a halt on further use of human sewage on land in Lower Baybridge Lane. The Clerk was instructed to make further enquiries and to report back to Council at its next meeting.

Action: Environment agency	By When:	By Whom:
• Clerk to obtain further information on spreading of human waste on	July	Clerk

farmland.		
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Councillors noted the grass at Longwood crossroads was affecting sightlines and asked the Clerk to make enquiries of Hampshire Highways as to when it would be cut.

Action: Longwood Crossroads grass cutting	By When:	By Whom:
• Clerk to establish timetable for cut.	July	Clerk

**128/14 RIGHTS OF WAY.**

A Councillor has been made aware of a complaint about lack of access to a bridleway and it was agreed he would refer the matter to the Clerk.

Action: Access to bridleway	By When:	By Whom:
• Councillor to refer complaint to the Clerk.		Clerk

**129/14 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

The Clerk noted the basketball stand and net and the Countryside Access Board would require attention over the next few months. He would advise the Council further in due course.

**130/14 COMMUNICATIONS.**

Councillor Martin (Chair, Communications Advisory Committee) updated the Council on the deliberations of the Committee. He noted that the main recommendation would be to create a 'Community' website, managed on an in-house basis, with specific pages 'owned' by local groups. The website would incorporate a News Blog setting out latest information. The news-feed would have links to more detailed articles or webpages, and could be used by the Owslebury Newsletter as a source of articles. The Blog/website would be linked to a Twitter account so that users could be made aware of new information on the Blog/Website. The Community website together with the Twitter account, Owslebury Information System and the Owslebury Newsletter would provide a range of media for user to access. The Advisory Committee would be working on a transition plan with a view to the introduction of the new media (if approved by Council) on 1<sup>st</sup> October. Councillors considered the proposals and were unanimous in their support for the way forward.

**131/14 COMMEMORATION ADVISORY COMMITTEE.**

The Clerk noted the final wording for the inscription on the Remembrance Stone was needed as a matter of urgency. The Council **Resolved** unanimously to authorise Councillors Martin, Chapman and Phillips to work with Paul Bowes to determine the final wording. This would then be submitted to the Planning Department for further consideration.

Action: Remembrance Stone	By When:	By Whom:
• To agree the final wording for the inscription on the Stone.	ASAP	WM/JC/PP/ PBowes/ Clerk

The Clerk noted he had been informed a group of parishioners wished to finance themselves the proposed plaque acknowledging the First World War Memorial Garden formerly laid in the Churchyard. He would establish the implication for the funding of the overall project, including the grant from HCC.

Action: Commemoration projects	By When:	By Whom:
• Clerk to establish funding implications re plaque for churchyard.	July	Clerk

**132/14 COMMUNITY SERVICES.**

**a) Defibrillator.**

The Council was minded to acquire a defibrillator and instructed the Clerk to make further enquiries as to cost (net of grants) and training matters.

Action: Defibrillator	By When:	By Whom:
• Clerk to ascertain net cost of purchase and operational training.	July/August	Clerk

**b) Accredited Community Safety Officer.**

The Clerk was asked to make further enquiries, particularly with regard to the sharing of resource and cost with other councils.

Action: Accredited Community Safety Officer	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make further enquiries re role and cost sharing with other councils.</li> </ul>	July/August	Clerk

**133/14 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

**a) Payments and receipts**

Councillors **Resolved** unanimously to note receipts since the Council meeting and to approve the following payments:

Voucher	Amount (£)	Payee	Purpose
<b>PAYMENTS</b>			
15	986.92	Zurich Municipal	2014/15 premium
16	32.50	TLC	Webmaster monthly fee
17	20.00	John Chapman	Chairman's allowance
18	347.06	M Cleary	Clerk's net pay for May
19	230.80	Post Office Ltd	PAYE for May
20	79.25	M Cleary	Exps May (Travel £10.13, post £4.74, Stationery £2.18, 1/4ly phone/broadband £30.95, home working £31.25)
21	180.00	JK Murray	Internal audit fee 2013/14
22	116.25	OPHMC	Room hire
23	291.14	Southern Planning	Drawings and Plans for Remembrance Stone (VAT £48.52; Minute 108/14 refers)
24	200.00	Hedge Sparrow	Grass cutting - May
<b>RECEIPTS</b>			
	0.84	Interest	Monthly interest on 30 day account
	100.00	Owslebury Cricket Club	Recreation Ground Fee 2014/15 season

**b) Internal auditor's review for 2013/14.**

The Council considered the letter dated 30<sup>th</sup> May 2014 from John Murray, Internal Auditor and took note of the points raised by him.

**c) Annual Return 2013/14.**

The Council considered the Annual Return for 2013/14 prepared by the Clerk, and in particular Section 1, Accounting Statements, and Section 2, Annual Governance Statement. The Council noted Section 4, Annual Internal Audit Report, had been signed by John Murray and he had not expressed any reservations following his review. The Council **Resolved** unanimously to approve the Annual Return and authorised the Chair to sign the necessary statements therein.

**d) Public collection.**

The Clerk noted a public collection had taken place by a parishioner at the 2013 Horticultural Show for the purposes of acquiring a mini bus. The Clerk had been advised the amount raised was £44.14. The Clerk noted the funds should be held in a secure account, and, in the interests of the community, the Council agreed to hold the funds in a reserve account for community transport.

**134/14 CLERK'S REPORT.**

The Clerk summarised the progress made on matters determined by Council at previous meetings (App. 2).

**135/14 ISSUES PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETINGS.**

The Council noted the issues involved (App. 3).

**136/14 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

The Chair noted he would wish to discuss at a future meeting the relationship between the Parish Hall Management Committee and the Council

**137/14 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held on 14<sup>th</sup> July 2014 commencing at 7.30pm.

The meeting closed shortly before 9.50pm.

Chairman.....John Chapman

Date: 14<sup>th</sup> July 2014

**APPENDIX 1: TERMS OF REFERNECE FOR ROLE OF PARISH REPRESENTATIVE.**

1. The Parish Council may appoint a Councillors or Councillors to as act as Parish Council Representative for specific matters. Such appointments may be made at any time during the Council year, but cease at the May meeting of the Parish Council.
2. The Parish Council Representative's role includes:
  - a. to gather and keep abreast of information on their specialist area through research, discussion with WCC or other bodies or attendance at outside events or committees previously agreed by the Parish Council;
  - b. to listen to concerns of Parishioners, assess their importance and whether there is commonality of view amongst Parishioners, and to report such concerns to the Parish Council;
  - c. to keep any fellow Representative informed of developments or communications;
  - d. to update the Clerk periodically so as to avoid duplication with other areas of Parish Council work;
  - e. to recommend to the Parish Council policies or actions which may be beneficial to Parishioners, for debate and decision by the Parish Council;
  - f. when specifically mandated by the Parish Council, to represent the Parish Council's decisions to outside bodies;
3. The Parish Council Representative is not empowered to make any decisions on behalf of the Parish Council, but can only make recommendation for the Parish Council to debate and determine.
4. All formal communications with the press and outside bodies should, as always, be conducted through the Parish Clerk, unless the Parish Council specifically determines otherwise.
5. In order to ensure the role of the Parish Council Representative is effective, Councillors should refer any significant matter brought to their attention on a subject not within their Parish Council Representative role, to the appropriate Parish Council Representative. Similarly, unless determined otherwise by the Parish Council, Councillors should not become directly involved in any significant matter for which another Parish Councillor has been appointed Representative.

**APPENDIX 2: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.**

Action: Environmental/Wildlife Protection	By When:	By Whom:
<ul style="list-style-type: none"> <li>To work with the PCC in incorporating countryside protection in the Welcome Pack for new residents;</li> <li>To prepare notices for publication emphasising the need to protect the countryside and the Council's intention to request Enforcement measures when necessary..</li> </ul>	May/June	Clerk

**Notice prepared; awaiting Welcome Pack from PCC**

Action: Owslebury Sports Club	By When:	By Whom:
<ul style="list-style-type: none"> <li>To arrange a meeting between the Committee and the Council, such meeting to include consideration of lease of pavilion.</li> </ul>	May/June	Clerk

**Invitation sent for July or August meeting.**

Action: Bus Shelter	By When:	By Whom:
<ul style="list-style-type: none"> <li>To agree the detailed arrangements for the building of the bus shelter.</li> </ul>	April	Clerk/ME

**Carried forward.**

Action: Protection of verges – Hurst Lane	By when:	By whom:
<ul style="list-style-type: none"> <li>To obtain confirmation of acceptance of terms of grant to residents and completion of works.</li> </ul>		Clerk

**No developments as yet – action required by householders**

Action: Litter Pick	By when:	By whom:
<ul style="list-style-type: none"> <li>Chairman to discuss leadership of Litter Pick with a Parishioner.</li> </ul>		Clerk

**Deferred to October due to unavailability of lead parishioner.**

Action: Council's interest in land	By when:	By whom:
<ul style="list-style-type: none"> <li>To note with the owners of Lower Whiteflood Farm the Council's ownership of Common Land (CL231 and to enquire as to the state of the Pond.</li> <li>To request the owners of Great Hunts Place to act on the Council's behalf as stewards of the Common Land CL233.</li> </ul>		Clerk

**Letter sent to Lower Whiteflood Farm – awaiting response. Great Hunts Place letter accepted by owners**

Action: Commemoration Projects	By when:	By whom:
<ul style="list-style-type: none"> <li>To arrange for planning permission to be obtained;</li> <li>To place the order with Capital Refit on the basis of the final cost estimate;</li> <li>To arrange for transportation and installation;</li> <li>To publicise the 'Stone' in the Newsletter and to seek personal contributions.</li> </ul>	May/June	Paul Bowes/ Clerk

**In hand**

Action: Communications	By When:	By Whom:
<ul style="list-style-type: none"> <li>Invite Editor or representative of Owslebury Newsletter to join the Communications Advisory Committee.</li> <li>Arrange for the Committee to meet to review all media options.</li> </ul>	ASAP June/July	Clerk Clerk

**Completed**

Action: BoomTown Traffic Management Plan	By When:	By Whom:
<ul style="list-style-type: none"> <li>Letter outlining Council's concerns to be sent to relevant authorities, after due consideration of comments from Twyford Parish Council.</li> <li>Follow-up of matters of main concern in relation to TMP, including participation in coach test of proposed route</li> </ul>	ASAP	Clerk  Clerk/JC

**Completed.**

Action: Whaddon Lane earth and rubble	By When:	By Whom:
<ul style="list-style-type: none"> <li>Removal of earth and rubble by HH/CCN.</li> </ul>	May	Clerk

**Completed**

Action: Traffic speed	By When:	By Whom:
<ul style="list-style-type: none"> <li>To assess the outcome of discussions between Rob Humby and Andy Smith.</li> <li>To instigate a Speedwatch trial</li> </ul>	June	All
	June/July	ST/Clerk

**In hand**

Action: Barbed wire	By When:	By Whom:
<ul style="list-style-type: none"> <li>To discuss with owners of Sladford House the removal of barbed wire on the stiles.</li> </ul>	May/June	JC/Clerk

**Contact yet to be established.**

Action: Burial Ground	By When:	By Whom:
<ul style="list-style-type: none"> <li>Arrangements to be made for Burial Ground Advisory Committee to meet to consider facts and options.</li> </ul>	June/July	Clerk

**In hand**



**APPENDIX 3: MATTERS PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETING.**

Action:	By When:	By Whom:
Traffic management <ul style="list-style-type: none"> <li>To await a report from Andy Smith in January/February, following his review, on the possibility of measuring average speed of traffic in Whaddon and Hurst Lanes, Main Road and Morestead Road and reductions in speed limits and/or additional road markings to assist in traffic calming;</li> <li>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</li> <li>To consider the possible introduction of Speed Watch</li> </ul>	April          April	ST/JC          RH          ST
Action:	By When:	By Whom:
Pitcot Lane <ul style="list-style-type: none"> <li>To obtain proposals from Hampshire Highways on options considered at on-site meeting to relieve flooding in the Lane.</li> </ul>	January/February	Clerk
Action:	By when:	By whom:
Flooding/Council's interests in land <ul style="list-style-type: none"> <li>To consider outcome of review by WCC/HCC/HH/Environment agency of flood mitigation measures following January/February floods;</li> <li>To review Stag Lane Pond on completion of flood mitigation review.</li> </ul>		Clerk
Action:	By when:	By whom:
Community transport <ul style="list-style-type: none"> <li>To liaise with Ellen Catterson as appropriate on public and community transport matters and report back to Council.</li> </ul>	June/July	Clerk
Action:	By When:	By Whom:
Emergency Plan <ul style="list-style-type: none"> <li>To prepare an Emergency Plan in the event of further flooding in the Parish.</li> </ul>	September/October	Clerk