

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
10<sup>th</sup> MARCH 2014  
COMMENCING AT 7:45PM 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

District Councillor Laurence Ruffell (left the meeting at 9.25pm)

County and District Councillor Rob Humby (joined the meeting 8.50pm)

Paul Bowes (Chair, Commemoration Advisory Group)

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

**44/14 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

Councillor Egerton noted his personal and prejudicial interest, as Secretary, in matters concerning the Owslebury Cricket Club, and as Treasurer in matters concerning the newly constituted Owslebury Sports Club. He also noted one of his business interests had provided advice (for no charge) to the Commemoration Advisory Committee. Councillor Page noted his property was near to Thistleridge Farm, the subject of a planning application.

**45/14 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 10<sup>TH</sup> FEBRUARY AND 26<sup>TH</sup> FEBRUARY 2014**

The draft minutes of the Parish Council meetings held on 10<sup>th</sup> and 24<sup>th</sup> February 2014 had been previously circulated. All Councillors noted their acceptance of the Minutes, and it was **Resolved** unanimously that they were a true record.

**46/14 POLICE REPORT**

The Police could not attend the meeting and there was no Police Report. The Clerk noted that the Police Website recorded 1 incident of attempted vehicle theft in Whaddon Lane for January 2014 – the latest information publically available.

**47/14 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Ruffell noted the appointment of County and District Councillor Humby as Leader of the Conservative Group on Winchester City Council; Councillor Wood would remain as Leader of the Council. He also noted the success of WCC in securing a prosecution for fly-tipping in Winchester District and the imposition of a £2,000 fine – following a tip-off from a member of the public.

Later in the meeting, County and District Councillor Humby commented on the recent serious flooding in Winchester District. He noted that whilst most areas were in a 'recovery' stage, some were still badly affected by flood water. Some 5 Government Schemes had been launched to assist flooded households and businesses and WCC would be launching schemes to assist those who had been affected by flood water, rather than actually flooded. Details of the schemes would be available shortly.

County and District Councillor Humby noted that meetings had taken place in Twyford with the Environment Agency, the Winchester MP and other agencies to consider improvements which could be made to flood defences/mitigation. He suggested a similar meeting would be beneficial to consider the issues in the Parish arising from flood water from Longwood Down, and the related need for better land management. He was strongly

of the view that the flooding emergency had clearly indicated the need for every parish to have an Emergency Plan for such events.

In relation to Community Transport, he noted that most parishes were establishing their own arrangements. However, he remained of the view that co-operation between local parishes, potentially using Bishop's Waltham as a 'hub', should be explored further.

County and District Councillor Humby commented on the arrangements for the diversion of traffic around the Colden Common road works as from April. He noted the diversion would be shorter than before, would take a limited time and would take place in the Easter holidays, so alleviating the disruption to school traffic.

Action:	By When:	By Whom:
Flooding mitigation <ul style="list-style-type: none"> <li>To arrange a meeting with the Environment agency and other agencies to consider flood mitigation measures for the Parish.</li> </ul>		Rob Humby/JC/ Clerk

Action:	By When:	By Whom:
Emergency Plan <ul style="list-style-type: none"> <li>To consider preparation of an Emergency Plan for the Parish.</li> </ul>		Clerk/All

#### 48/14 FREQUENCY OF COUNCIL ELECTIONS

The Council considered the Consultation Paper prepared by WCC and after debate, **Resolved** unanimously to recommend a continuation of the 3 year cycle of elections for Winchester District.

Action:	By When:	By Whom:
Frequency of Council Elections <ul style="list-style-type: none"> <li>To submit comment to WCC re continuation of 3 year cycle for Winchester District.</li> </ul>	March	Clerk

#### 49/14 LEGISLATIVE CHANGES

The Council considered the draft regulations proposed for openness in government, including the recording of council meetings, following the enactment of the Local Audit and Accountability Act. The Council **Resolved** unanimously to support the proposed regulations.

#### 50/14 PUBLIC QUESTIONS AND COMMENTS

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

- i. Thistleridge Farm and Marwell Wildlife Park - the agent for the owners of Thistleridge Farm and James Cretney, Chief Executive of Marwell Wildlife, responded to questions from Councillors in explaining the background to the relevant planning applications.
- ii. Long Ash, Pitcot Lane – the owner and a representative from the building company provided preliminary plans and information on a proposed development (planning application to be submitted in due course) at Long Ash, and responded to questions from Councillors. A member of the public whose property bordered Long Ash commented that the owner had discussed his plans with him, and he did not have any material reservations.

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

- i. James Cretney commented on a letter he had received from a Parishioner about litter in Thompsons Lane. He did not believe all, or even most, of the litter originated from visitors to Marwell Wildlife Park but nonetheless the Park wished to be good neighbours and would provide reasonable assistance in the forthcoming litter pick.

**51/14 PLANNING**

**a) Planning Applications.**

WCC 14/00355/FUL	Thistleridge Farm, Portsmouth Road, Fishers Pond
Proposal:	Erection of agricultural building.
Closing date (WCC):	120314
<b>Closing date: OPC</b>	120314

Whilst the Council had no specific objections to the proposed development, it **Resolved** unanimously to comment that consideration should be given to screening (hedge or otherwise) of the proposed building.

SDNP 14/00348/FUL	Marwell Wildlife, Owslebury
Proposal:	Development of 3 single storey animal houses, a raised boardwalk, reuse of an existing building to provide a visitor toilet block, a children's play area, and landscaping including re- contouring, and demolition of existing animal buildings.
Closing date (WCC):	270214
<b>Closing date: OPC</b>	110314

The Council had no specific objections to the proposed development and **Resolved** unanimously to submit a 'no comment' response to SDNP planning.

**b) Planning Decisions.**

The Clerk confirmed there were no planning decisions to bring to the Council's attention.

**c) Enforcement.**

The Clerk confirmed there were no new Enforcement matters to bring to the Council's attention.

**d) Process and procedure.**

During the earlier discussion on Long Ash and in the light of the information provided on Hydes Barn, Morestead (planning application to be considered at a future meeting), the Council expressed strong concerns that there appeared to be no requirement for wildlife and environmental assessments to be undertaken before land was cleared for redevelopment, or during the build period. In some cases land is cleared before planning applications are submitted specifically to preclude the need for environmental assessments as part of the planning approval conditions. The legislation and the process and procedure are not 'joined-up'. As a first step, Councillors requested the help of the District Councillors to establish the procedure for the protection of the environment/wildlife in the pre planning application period. Councillors would then consider making representations to WCC and SDNP for better protection in situations where land is cleared pre-application specifically for a new development, or during the construction phase of a development.

Action:	By When:	By Whom:
Environmental/Wildlife Protection <ul style="list-style-type: none"> <li>To ascertain the process and procedure followed by WCC/SDNP in pre-planning application clearance of land.</li> <li>To consider whether to make representations to WCC/SDNP for better protection of environment/wildlife in pre-planning clearance of land, and during construction.</li> </ul>	April	Lawrence Ruffell  All

**52/14 HIGHWAYS.**

**a) Damage to verges: Colden Common Road works/ tanker deliveries.**

The Council expressed its concern that the verges had been badly affected by traffic taking short-cuts during the recent phase of the Colden Common road works, notably in Whaddon Lane. The Council also noted the continuing damage to Lower Baybridge Lane attributable to tanker traffic to a nearby farm. In both cases the

Council felt that redress should be sought.

Action:	By When:	By Whom:
Protection of verges	April	Clerk/JC
<ul style="list-style-type: none"> <li>To enquire of HCC as to the actions they would propose to take to make good the verges damaged as a consequence of traffic avoiding the Colden Common road works.</li> <li>To request HCC's help in requesting tanker owners to contribute financially or otherwise to making good the verges and pot holes attributable to tanker traffic.</li> </ul>	April	Clerk/JC

**b) Flooding.**

Councillors generally felt there was a need for better land management to mitigate the impact of flooding notably in Hurst Lane, Hensting Lane, Hazeley Road, Mare Lane, Jackmans Hill and Owslebury Bottom. The Council **Resolved** unanimously that the need to address the issues involved should be included in the Parish Plan, and followed-up with WCC/HCC/Environment Agency as appropriate.

Action:	By When:	By Whom:
Parish Plan	April	Clerk/JC
<ul style="list-style-type: none"> <li>To prepare for consideration by Council, additional objective on flooding mitigation, to be included in Parish Plan.</li> </ul>	April	Clerk/JC

**c) Litter Pick.**

The Council **Resolved** unanimously to instigate a litter pick and to take-up the offer from a member of the public to organise such a task.

Action:	By When:	By Whom:
Litter Pick	March/April	Clerk to liaise with Mike Cryer
<ul style="list-style-type: none"> <li>To arrange for a litter pick in late March/early April.</li> </ul>	March/April	Clerk to liaise with Mike Cryer

**53/14 RIGHTS OF WAY.**

The Council determined that Councillors Tull and Page should represent the Council at the 'Paths to Partnership' conference being held by HCC in June.

**54/14 OPEN SPACES, RECREATION AND PLAY GROUNDS**

**a) Owslebury Sports Clubs**

Councillor Egerton noted the Owslebury Cricket and Football Clubs had combined and adopted a constitution. He had been appointed Treasurer. The Council **Resolved** unanimously to invite the new Committee to meet with the Council to discuss areas of common interest (including the lease of the pavilion) at their May or June meeting.

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

**b) Bus shelter at Recreation Ground**

Councillor Egerton noted a Parishioner had offered to build a bus shelter at the Recreation Ground at no cost to the Council. The Council expressed its gratitude for the offer and had no objections in principle to the building of a shelter.

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

**c) Other matters: Moss on Recreation Ground**

The Council agreed the moss should be treated by the Sports Club with due regard for neighbours plants. The Council also agreed the Sports Club should be involved in the grass cutting programme for the Recreation Ground.

**55/14 COMMUNICATIONS.**

**a) Email facility with Hantsnet.**

The Council **Resolved** unanimously (proposed by Councillor Chapman, seconded Councillor Tull) to authorise the Clerk to enter into an annual contract with Hantsnet for the use of its servers to provide secure email communication facilities with Parishioners.

Action:	By When:	By Whom:
Hantsnet <ul style="list-style-type: none"> <li>To arrange for email facility using Hantsnet and to enter into related contract.</li> </ul>	May/1	Clerk/JC

**b) Purchase of website.**

The Council **Resolved** unanimously (proposed by Councillor Chapman, seconded Councillor Tull) to acquire the *owslebury.org* domain name for an initial 2 year period (£25)

**c) Discussions with Owslebury Newsletter.**

The Chairman noted there had not been any formal response from the Owslebury Newsletter Editorial team following the recent workshop meeting with Council members as to the further development of the Newsletter and its role in achieving the Council's objective of better and more timely communication with Parishioners. Councillors felt the Communications Advisory Committee should continue with its review of ways of achieving the Council's objectives, notably 'push/pull' arrangements; email could be used for direct communication ('push'), with Parishioners being able to access if they so choose, information from a user friendly web site ('pull'), both without direct cost to the Parishioner.

**56/14 WORLD WAR 1 AND D-DAY COMMEMORATIONS**

**a) Report of Advisory Committee.**

Paul Bowes, Chairman of the Commemoration Advisory Committee, updated the meeting in connection with recent discussions. In particular he noted:

- the Exhibition planning was proceeding well. Substantial material was available and 'flyers' would be placed shortly on notice boards advising Parishioners of the dates of the Exhibition, and requesting volunteers to help with the arrangements. A flyer would also be distributed to every householder in the Parish and also by way, if possible, of the school (children taking home flyers to their parents). The PCC would be requested to allow the Church to be used for assembling the Exhibition prior to moving it to the Parish Hall;
- the wording of the inscriptions would be available shortly as would the cost estimates/options;
- the drawings and cost estimates for the Memorial Wall were in hand, and in addition, an alternative memorial in stone, suitably inscribed, would also be explored. It was noted that planning permission would be required and this would delay the implementation of any agreed project.

The Council noted the work that had been undertaken by the Advisory Committee and that final proposals including cost estimates would be put before it in due course for decision. This would include an estimate of the likely level of private funding to ensure the net cost to the Council would be in accord with the Council's budget.

Action:	By When:	By Whom:
Commemoration Projects		

<ul style="list-style-type: none"> <li>To arrange for final proposals for Commemoration projects and cost estimates, including most likely level of private funding, to be put before the Council for decision.</li> </ul>	April	Paul Bowes/Clerk
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**b) Plans, cost estimates and flyers**

The Council **Resolved** unanimously:

- to approve (proposed by Councillor Phillips, seconded Councillor Chapman) the expenditure of £75 on the production of plans for the Memorial Wall and cost estimates (S137(2) LGA 1972);
- to authorise (proposed by Councillor Chapman, seconded Councillor Egerton) the Clerk to incur costs of no more than £100 in the printing and distribution of flyers for the Exhibition to every household in the Parish.

**57/14 COMMUNITY TRANSPORT.**

In view of the importance of Community Transport issues for the Parish, as set out in the Parish Plan, the Council **Resolved** unanimously to appoint Ellen Catterson an Advisor to the Council.

Action:	By When:	By Whom:
Community Transport <ul style="list-style-type: none"> <li>To liaise with Ellen Catterson as appropriate on transport matters and report back to Council .</li> </ul>		Clerk/Ellen Catterson

**58/14 RESOURCE SHARING.**

The Clerk advised the Council of the recent meeting chaired by Bishop’s Waltham Parish Council on resource sharing amongst the Southern parishes. The matters under consideration included additional dog wardens and an additional PCSO for the parishes, part funded by them. Other areas, in due course, would include joint training and sharing of resources such as groundsmen. The options would be explored and any proposals would be put to member councils for debate and decision. Councillors noted the report and would await further developments, albeit they were sceptical as to the ultimate value of such arrangements to the Parish.

**59/14 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

**a) Payments and receipts**

Councillors **Resolved** unanimously (proposed by the Councillor Tull and seconded by Councillor Tattersall) to note receipts since the Council meeting on 10<sup>th</sup> February 2014 and to approve the following payments:

Voucher	Amount (£)	Payee	Purpose
<b>PAYMENTS</b>			
114	32.50	TLC	Webmaster invoice
115	25.00	Hampshire Pension Fund	Monthly contribution to pension deficit
116	20.00	John Chapman	Chairman’s exps Nov 2013 – January 2014
117	313.30	MJ Cleary	Clerk’s net pay February
118	212.00	Post Office (HMRC)	Clerk’s PAYE for February
119	74.71	MJ Cleary	Expenses for February (travel £4.81+paper £4.70+post £3.00+1/4ly home working £31.25+1/4ly telephone and broadband £30.95)
120	25.00	TLC	Web domain purchase
121	86.85	OPHMC	Room hire (December – February)
122	138.00	HALC	Course fee –Paul Phillips – Core Skills (£65) + Annual Meeting (£50)+ VAT £23
<b>RECEIPTS</b>			
19	1755.00	HCC	Grant re WW1 & D-Day

**b) Defibrillator.**

In response to a request for the Council to consider the purchase of a defibrillator, the Clerk was instructed to invite the Community Defibrillator officer to make a presentation to the Council, and to establish whether OMCA would also be interested in pursuing the matter.

Action:	By When:	By Whom:
Defibrillator <ul style="list-style-type: none"> <li>• To invite the Community Defib Officer to a meeting of the Council, and to liaise with OMCA</li> </ul>	May/June	Clerk

**c) Risk Register**

The Council considered the Clerk’s proposed amendments to the Risk Register. In particular the Council was mindful of recent fraud experienced by other councils, and with the security of title documents to the Council’s assets. The Council was satisfied that adequate regard had been made in the Risk Register for such matters. The Council **Resolved** unanimously to adopt the Risk Register for 2014/15 as set out in Appendix 1 to these Minutes.

**60/14 CLERK’S REPORT**

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

**61/14 ISSUES PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETINGS**

The Council noted the issues discussed at previous Council meetings and deferred to future meetings (Appendix 3).

**62/14 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING**

The Clerk noted a planning application for a variation in conditions attaching to an earlier application (in relation to Matterley Bowl) had inadvertently been sent by SDNP to the wrong address. It had only recently been provided to the Clerk and the consultation period had expired. The Clerk had advised SDNP of the unsatisfactory position and asked that they inform the Planning Committee of the error.

**63/14 DATE OF NEXT TMEETING**

In view of the deadline for submission of 2 recently received planning applications it was agreed the next meeting of the Council would be on 25<sup>th</sup> March 2014 at the Parish Hall commencing at 6pm.

The meeting closed shortly before 10pm

Chairman...John Chapman.....

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

**Appendix 1: Risk Register**

**Owslebury Parish Council Risk Assessment  
Adopted by Council 10th March 2014**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Owslebury Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

**FINANCIAL AND MANAGEMENT**

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at its meetings At the precept meeting the Council receives a budget report, including actual position and projected position to the end of year, indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Winchester City Council. The figure is submitted by the Clerk in writing. In addition the Council maintains reserves, one of which is a General Reserve equating to between 6 and 9 months budgeted expenditure.	Existing procedure adequate.
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements and has adopted the NALC model.	Existing procedure adequate Review the Financial regulations when necessary

**OWSLEBURY PARISH COUNCIL  
RISK ASSESSMENT CONTINUED**

Fraud – General	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements. All cheques must be at least dual signed by two Councillor signatories. No petty cash. Clerk's timesheet and exps reviewed by chairman or vice chairman. Regular bank reconciliation by the Clerk with occasional checks by Chairman.	Existing.
Fraud – payroll	Inadequate checks	L	Clerk maintains payroll records including RTI for PAYE/NI. Clerk's salary based on SLCC scales and reviewed/approved annually.	Councillor to review PAYE/NI records to ensure all payments up to date
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £100. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
VAT	Loss of income to parishioners	L	Included in Financial Regulations. VAT claim submitted quarterly if over £100; reconciled to cash book and reviewed by Councillor.	Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M	All activity and payments within the powers of the Parish Council resolved at full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC/Hedleys	Continued monitoring by Clerk and Chair.
Inadequate insurance cover	Loss of capital or income to parishioners	M	Annual review undertaken by Clerk and reviewed by Chair. Presented to full Council.	Existing procedure adequate
Electronic records	Loss of vital information	M	Back up copy of computer records undertaken monthly and kept at Clerk's home	Investigate off-site storage of back up eg using cloud technology
Legal records	Loss of contracts and title to property	M	Clerk maintains files of contracts and title at home.	Consideration to be given to off-site storage.
Website	Loss of website through unavailability of webmaster/dispute.	M	Good relationship with webmaster, and website monitored on daily basis.	Consider review of security including passwords and training to take-over website.

**PHYSICAL ASSETS**

Loss or damage re physical assets	Loss of use or capital loss to parishioners	L	Annual review of assets for insurance purposes. No buildings owned by OPC, so mainly benches, notice boards, shelters, office machinery etc. physically inspected by Clerk	Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M	Annual review of assets apart from Play area – regular review by Clerk, interim inspection and annual inspection by risk assessor.	Existing procedure adequate

**APPENDIX 2: PROGRESS ON MATTERS DETERMINED AT PREVIOUS MEETINGS.**

Action:	By When:	By Whom:
Glebe Field: <ul style="list-style-type: none"> <li>Clerk to arrange for Hedleys to register the Council's ownership of its 'part' of the Glebe Field at the Land Registry.</li> </ul>	ASAP	Clerk

**In hand – another 2 months for completion**

Action:	By When:	By Whom:
Burial Ground <ul style="list-style-type: none"> <li>The consultative letter, duly signed by the Chairman and the Vicar (on behalf of the PPC), should be distributed to parishioners subject to the inclusion of information on the potential use of the Glebe Field, email addresses and a deadline of the end of March for responses.</li> </ul>	ASAP	Clerk/Paul Bowes

**In hand**

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

**Now available to Councillors and on website**

Action:	By when:	By whom:
Marwell Yard <ul style="list-style-type: none"> <li>To enquire as to reasons for request for Lawful Development Certificate for buildings yet to be built and for extended delay in dealing with enforcement matters.</li> </ul>	March	Clerk

**Clerk to write to Enforcement Officer reminding WCC that any change to original planning approval must be sent to Council for consideration and comment**

Action:	By when:	By whom:
Communications <ul style="list-style-type: none"> <li>To review the website as part of the wider communications strategy.</li> </ul>	April	WM/JC/ Clerk

**In hand**

Action:	By when:	By whom:
Protection of verges – Hurst Lane <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

**In hand.**

