

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
20th MAY 2013
AT 07:45PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor Mr J Chapman (in the Chair)
Parish Councillors: Mr R Page, Mr G Tull and Mr P Phillips (after co-option for items 81/13 onwards)

IN ATTENDANCE

District Councillor Mr L Ruffell (left the meeting at 9.15pm)
Clerk: Mr M Cleary

Councillor Chapman introduced the meeting by explaining that in the light of the resignation of Anthony Manship, he would, as Vice Chairman, take the Chair for the first 2 items of the meeting, in accordance with Standing Orders.

76/13 APOLOGIES

Parish Councillor Mr W Martin
County and District Councillor Mr R Humby

77/13 ELECTION OF CHAIRMAN FOR 2013/14

Councillor Page proposed Councillor Chapman be Chairman in succession to Anthony Manship. Councillor Tull seconded the motion and Councillor Chapman was therefore unanimously elected as Chairman. Councillor Chapman signed the Declaration of Acceptance of Office.

78/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

There were no interests to declare by Councillors. The Clerk updated Councillors with the requirements of the Section 33(2) of the Localism Act 2011, for Councillors to seek dispensation from the pecuniary interest rules on matters in connection with the budget and Precept. He would advise Councillors of the process to follow at the appropriate time.

79/13 ELECTION OF VICE CHAIRMAN FOR 2013/14

Councillor Chapman proposed Councillor Tull be the Vice Chairman and Councillor Page seconded the motion. Councillor Tull was therefore unanimously elected as Vice Chairman and signed the Declaration of Acceptance of Office.

80/13 CO-OPTION OF COUNCILLOR

Having completed due process following the resignation of Malcolm Pallant and with only one Parishioner having put their name forward for consideration, Councillors unanimously voted in favour of co-opting Paul Phillips to the Council until the next public election in May 2014. Paul Phillips signed the Declaration of Acceptance of Office and joined the meeting as Councillor.

81/13 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVE FOR 2013/14 AND TERMS OF REFERENCE RELATING THERETO

a) Terms of reference

It was agreed the Clerk would amend the proposed terms of reference such that a Councillor need only refer material (rather than 'any') issues to the Councillor appointed representative for a particular subject.

Action:	By When:	By Whom:
Terms of reference for representatives <ul style="list-style-type: none">To amend proposed Terms of Reference and bring back to Council for consideration.	June	Clerk

b) Appointment of Parish Council Representatives

The Chairman proposed the matter be deferred until the next meeting to allow for greater consideration to be given to proposed roles and other Councillors given the opportunity to comment. His proposal was unanimously agreed. In the meanwhile Councillors would maintain a watching brief on their former Representative roles.

Action:	By When:	By Whom:
Appointment of Parish Council Representative for 2013/14 <ul style="list-style-type: none"> Councillors to consider proposed roles. Appointments to be agreed at June meeting. 	June	All

82/13 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8TH APRIL 2013

The minutes of the Parish Council meeting held on 8TH April 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.

83/13 STANDING ORDERS, FINANCIAL REGULATIONS AND RISK ASSESSMENT.

Councillors unanimously approved the Standing Orders, Financial Regulations and Risk Assessment all of which had previously been considered at the March Meeting, except that on the recommendation of the Clerk the following amendments were made to the Financial Regulations:

- a) Insert paragraph 5.5 "The Receipts and Payments records should be reconciled to bank statements on a monthly basis and such reconciliations should be reviewed periodically by a member of Council"
- b) Amend paragraph 9.8 so as to include "The VAT return should be reconciled to the Receipts and Payments records, before submission, and such reconciliation should be periodically reviewed by a member of Council"

Members agreed Councillor Tull should undertake a periodic review of the reconciliations.

84/13 CONFIRMATION OF INSURANCE ARRANGEMENTS FOR 2013/14

Councillors noted the review of 3 insurance company quotations (all of which had similar proposed premiums) obtained by the Clerk for similar levels of insurance cover and unanimously approved the Clerk's recommendation for Zurich to be re-appointed for 2013/14.

85/13 CONFIRMATION OF DATES, TIMES AND PLACES FOR ORDINARY MEETINGS OF THE COUNCIL 2013/14

Councillors agreed meeting would continue to be on the second Monday of the month at the Parish Hall commencing at 7.45pm except when otherwise determined by Council, notably in relation to Bank holidays.

86/13 PUBLIC QUESTIONS AND COMMENTS

a) Planning applications – statement of intent from owner or agent.

Mr Penfold commented on the planning application for Homefield House and responded to questions from Councillors. In particular he noted the proposed changes would improve the appearance of the property and would be within the current building envelope.

b) Other agenda items – public comments

Mrs Harfield commented on the need to ensure the turf on the mound at the Recreation Grant was watered until the grass roots had 'taken'. She noted work remained to be done on the mound. In response to a question she had no particular concerns over the Dragons teeth.

87/13 POLICE REPORT

No representative of the Police was present but they had provided a summary of recent incidents in Owslebury. There had been theft of heating oil, 2 traffic accidents and 1 report of suspicious person viewing houses in the area.

88/13 MATTERS ARISING FROM MINUTES

- a) **Pitcot Lane Drainage:** Councillor Phillips noted his non-pecuniary interest in this matter. Councillors remained concerned this long outstanding matter had not been fully addressed. Water was flowing from a public road onto private land (a 'historical highway') causing, at times, major inconvenience to Parishioners. It was agreed the issues should be discussed with County and District Councillor Humby and options identified.

Action:	By When:	By Whom:
Pitcot Lane drainage <ul style="list-style-type: none"> • To request a meeting between County/District Councillor Humby and Parish Councillors Chapman and Phillips to discuss options for dealing with underlying issues causing flooding in Pitcot Lane. 	ASAP	Clerk

- b) **Dangerous trees at Jackman's Hill:** the Clerk reported he had written to WCC about the length of time taken to deal with a public safety issue and was awaiting a response.
- c) **Improvements to Bridleway 9:** the Chairman noted Councillor Tull had, in his private capacity, formally complained to HCC over the process followed in relation to Bridleway 9 including the apparent lack of consultation and a rigorous flora and fauna risk assessment. The Chairman noted the Parish Council was 'interested' in the outcome of the review of Councillor Tull's complaint, and after due regard for the content of the review would then determine whether to pursue the matter with HCC.

Action:	By When:	By Whom:
Bridleway 9 process and procedure <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. 	ASAP	GT/Clerk

- d) **Dragon's teeth/mound:** the Clerk noted the problems experienced with the Mound and the actions being taken by the supplier, namely placing turf at his own expense on the mound. It was noted the turf would not 'take' unless adequately watered and possible options were considered. The Clerk reported additional Dragon's teeth had been satisfactorily installed and should inhibit motor vehicles from entering the Recreation Ground.

Action:	By When:	By Whom:
Mound at Recreation Ground <ul style="list-style-type: none"> • To consider options for watering of turf and to make necessary arrangements. • To ask supplier to complete the job of laying turf. 	ASAP	Clerk

- e) **Improvement to Track:** the matter would be discussed at the June meeting.

Action:	By When:	By Whom:
Improvements to track at Recreation Ground <ul style="list-style-type: none"> • To review options open to the Council for improvements to the track. 	June	Clerk

- f) **Kerbing at Hurst Lane:** it was agreed additional costings should be obtained from Hampshire Highways

Action:	By When:	By Whom:
Kerbing at Hurst Lane <ul style="list-style-type: none"> • To obtain costing of single height kerbing from HH, consider local residents views and discuss options open to Council 	June	Clerk/JC

- g) **Children’s Play area:** the Clerk reported he had asked a Parishioner whose children regularly used the Play Area to report any concerns to him. He would continue with his weekly inspections with Councillor Page as the ‘back-up’ in the event he was unavailable.
- h) **Enforcement re Woodland View Stable:** the Chairman noted WCC was seeking legal advice on the action to be taken to remove the mobile home. The matter would be further considered under ‘Planning Applications’ later in the meeting.
- i) **Ditch opposite apple orchard:** this appears to have been cleared of silt and should be satisfactory for the time being
- j) **Lettering on finger post in Hurst Lane:** The Chairman reported the post would be ‘oiled’ on a regular basis and the lettering would be highlighted, most probably in brown.
- k) **Speed limits:** the Clerk reported a database had been set up and that he intended to ask the Owslebury Newsletter to include an article on the matter. It was agreed the matter would be considered again at the June meeting.

<p>Speed limits</p> <ul style="list-style-type: none"> • To create a database of near misses and other vehicle related issues. • To put communication channels (to include email address, letter box and requesting assistance from Owslebury Newsletter) in place for Parishioners to report traffic issues.. • To continue discussions with traffic management authorities and put pressure on them to listen to local residents as to the need to reduce traffic speed. 	<p>ASAP ASAP On-going</p>	<p>Clerk Clerk JC/RH/LR</p>
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89/13 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor Ruffell noted County and District Councillor Humby’s involvement with securing the opening of Whaddon Lane during evenings and where possible, the day, whilst BT’s contractors carry out work. Once finished, HCC will undertake a ‘patch and dress’ of the Lane. He also noted a major upgrade to the Winnall roundabout involving widening certain of the roads and installation of traffic lights, the work being carried out in July and mainly overnight.

District Councillor Ruffell noted recent changes in planning requirements which would enable householders not in SDNP, to build certain extensions without planning permissions, provided there were no complaints from neighbours.

In relation to the additional parking at Beech Grove, District Councillor Ruffell took the Council through the process which had been followed. In essence there had been full consultation with residents and the scheme had overwhelming support. Councillors noted the process which had been followed and in the light of the residents support, and the additional parking and safe access provided by the Scheme, gave the Council’s support for the Scheme to proceed.

90/13 HIGHWAYS

The Clerk noted the main features of the Lengthsman Scheme and Members agreed to the Council’s continued participation in the Scheme on the same or similar terms to those for 2012/13. Councillors were asked to provide the Clerk with suggestions for work to be undertaken by the Lengthsman.

91/13 RIGHTS OF WAY

There were no specific issues involving Rights of Way but the Clerk asked the Council consider at its next meeting concerns raised by Parishioners in respect of cyclists using footpaths.

92/13 PLANNING

a) Planning applications

SDNP 13/01691/hous	Homefield House, Main Road, Owslebury Winchester
Proposal:	Alterations to external envelope comprising changes in roof profile to main house and garage, roof finish, cladding material, window fenestrations/material and omission of redundant boiler chimney
Closing Date SDNPA:	22/05/13
Closing Date OPC:	22/05/13

OPC decision: no comment

WCC 13/00849/FUL	Woodland View Stables, Portsmouth Road, Fishers Pond, Eastleigh
Proposal:	Variation of appeal decision of planning application 10/01674/FUL to extend the 3 months to meet the listed requirements to 12 months

Councillors Chapman and Page expressed their strong opposition to any variation in the Appeal decision; Councillor Tull abstained.

OPC decision: oppose variation of appeal decision.

- b) **Planning decisions:** Councillors noted planning approval had been given to developments at Sweetbriar Farm in Whaddon Lane and to Bottom Cottage in Owslebury Bottom.
- c) **Enforcement matters:** apart from Woodland View Stable noted above, there were no new material enforcement matters to note.

93/13 PARISH PLAN

Councillors noted the draft consultative document would be circulated shortly to households in the Parish and that planned expenditure was within the grant of £500 received from WCC.

Action:	By When:	By Whom:
Parish Plan consultative document <ul style="list-style-type: none"> • Clerk to keep the Council informed of progress and comments from Parishioners 	On-going	Clerk

94/13 OWSLEBURY CRICKET AND FOOTBALL CLUBS

The Clerk noted the Counterpart Licences to use the Recreation Ground had now been signed by the Clubs in the agreed form and Members authorised 2 Councillors to sign the Counterpart Licences on behalf of the Council.

In relation to the Lease of the land upon which the Pavilion is built, Councillors noted the Lease had expired. Councillors agreed the position with the Club involving the Pavilion and rights of access should be considered with the Club as a matter of urgency and the options brought back to the Council for consideration.

Action:	By When:	By Whom:
Owslebury Cricket and Football Clubs <ul style="list-style-type: none"> • 2 Councillors to sign the Counterpart Licences to use the Ground • Councillors Chapman and Tull to meet with the Cricket Club to consider renewal of Lease or other options in connection with the ground upon which the Pavilion is built. 	ASAP	Clerk/JC/GT

95/13 FINANCES

- a) Councillors approved the (pre-circulated) schedule of proposed payments prepared by the Clerk.

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
6	16.00	National Association of Local Councils	Annual subscription
7	81.90	A Manship	Replacements of broken glass for Lower Baybridge Notice Board
8	201.43	Southern Electric	Electricity for street lighting
9	372.00	White and Etherington	Supply of Dragons Teeth
10	88.78	M Cleary	Cement and ballast for dragons teeth
11	1526.00	HMRC	Repayment of VAT
12	400.00	Hedge Sparrow	Labour cost re dragons teeth
13	165.00	WCC	Collection of dog waste Jan- March
14	1272.00	Steven Rogers	Mound at Recreation Ground
15	170.00	John Murray	Internal Audit fee
16	20.00	A Manship	Chairman's expenses allowance
17	391.07	M Cleary	Clerk's net pay April
18	263.21	HMRC	Clerk's PAYE/NIC
19	81.07	M Cleary	Clerk's expenses (including quarterly home allowance+phone+broadband allowances)
20	80.00	BS Foot	Installation of finger post (cost covered by grant received last financial year from Marwell Activity)
21	45.00	TLC	Web site + domain subscription
RECEIPTS			
	11500.01	WCC	Precept -1 st installment
	500.00	WCC	Grant re public consultation
	0.81	Lloyds	Interest on deposit account
	125.63		Dec-March VAT Reclaim

- b) Councillors noted and gave their approval to the following documents which had been pre-circulated to Members:
- Section 1 Accounting Statement of the Annual Return for 2012/13
 - Section 2 of the Annual Return for 2012/13: Annual Governance Statement for Owslebury Parish Council
 - Statement of significant variances between 2012/13 and 2011/12
 - Bank reconciliation at 31st March 2013
- c) Councillors noted the contents of the letter from the Internal Auditor (pre-circulated to Members) dated 23rd April 2013.

96/13 CLERK'S EMPLOYMENT

Following the end of the Clerk's probationary period, Councillors confirmed continuation of the Clerk's employment with the Council on the terms set out in his Contract of Employment, the main conditions being as follows:

- Salary determined by the relevant pay scale under the National agreement on pay and conditions for Parish Clerks (currently £10.198 per hour), with a ceiling at level LC Point 29. Provision for increases on good performance/qualification.
- Entitlement to join the Local Government Pension Scheme and the Council make appropriate contributions
- Training costs plus exam fee for 'first attempt' – to be reimbursed if Clerk resigns within 2 years;
- Travel and other expenses; mileage being in accordance with nationally agreed rates. Home working allowance of £125 per year and allowance for 1/3rd of the cost of broadband and telephone rental;
- Minimum of 40 hours of work per month with additional hours as required up to an average of 55 hours per month over the year.

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- 20 days annual holiday plus statutory, increasing to 25 after 5 years;
- 4 weeks notice on either side rising by 1 week for each year of continuous service, up to 12 weeks maximum.
- Usual clauses re sickness, health and safety, grievance etc.

97/13 CORRESPONDENCE

Councillors noted correspondence received by the Clerk. Councillors considered a request from Mr Trigg for the erection for a 'No parking' sign on the gate in Red Lane/Roughay Farm Road. Members agreed to give consent for the erection of such a sign subject to approval of the design and actual wording.

98/13 AGENDA ITEMS FOR NEXT MEETING

Parishioners concerns over footpaths and cyclists would be included on the Agenda.

99/13 DATE OF NEXT TMEETING

The next meeting of the Council will be on 10th June 2013 at the Parish Hall commencing at 7.45pm.

The closed at 9.45pm

Chairman.....John Chapman..... Date 10th June 2013