

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
11<sup>th</sup> NOVEMBER 2013  
COMMENCING AT 07:45PM IN OWSLEBURY PARISH HALL**

**PRESENT**

Parish Councillor John Chapman (in the Chair)  
Parish Councillors: Gerry Tull, Mark Egerton, Roger Page, Paul Phillips.

**IN ATTENDANCE**

Clerk and Responsible Financial Officer (RFO): Michael Cleary  
County and District Councillor Rob Humby  
District Councillor Lawrence Ruffell

7 members of the public (left at varying times up to 9.15pm)

**190/13 APOLOGIES**

Parish Councillor Sally Tattersall (illness)  
Parish Councillor Will Martin (chairing major charity event)

**191/13 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

Councillor Phillips noted his personal and prejudicial interest in matters directly concerning Pitcot Lane and his personal interest in St. Andrews Church. Councillor Egerton noted his personal and prejudicial interest as Secretary of the Cricket Club.

**192/13 PRELIMINARIES**

Before the commencement of the formal meeting, the Chairman reminded Councillors of the need to listen to colleagues and to let them speak without interruption, and not to make disrespectful comments.

**193/13 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14<sup>TH</sup> OCTOBER 2013**

The minutes of the Parish Council meeting held on 14<sup>th</sup> October 2013 had been previously circulated. There were no amendments to the draft Minutes. Councillor Phillips proposed they be accepted as a true record; Councillor Egerton seconded the resolution and all Councillors voted in favour.

**194/13 POLICE REPORT**

The police could not attend the meeting on this occasion. However, PCSO Nolan had advised the Clerk the main development since the last meeting was poaching in the Longwood area.

**195/13 PUBLIC QUESTIONS AND COMMENTS**

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

- I. The property owners of Morestead Grange commented on their Planning Application. They explained, amongst other matters, that the change of use of the stable and tack room was so as to provide for a play area and guest facilities. They responded to questions from Councillors.
- II. Guy Lush commented on the proposed change of use and extension of an agricultural building to B1 light industrial use. He explained that the current metal barn would be converted into an office/storeroom/showroom for his renewable energy business. It would not be a retail site – the showroom would be used by appointment only. The building would blend-in with the rest of the site. In answer to questions from Councillors he confirmed he had no intention of subsequently converting the property into a warehouse or for residential use.

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

Paul Bowes commented on his preliminary research and discussions in connection with commemorating World War 1 and D-Day. The original Memorial Garden had more or less disappeared and whilst there was a plaque in the Church inscribed with the names of the fallen, there may be a

need for a further memorial to mark the 100 years of the beginning of WW1 and the 70 years of the D-Day landings. It should be visible from the road and simple in nature, possible with a raised garden tendered by the school children. Paul Bowes responded to questions from Councillor, all of whom were generally in favour of 'something' to mark the historic occasion. Councillor Phillips reminded the meeting the memorial would need to be a village memorial – it wasn't simply a question for the PPC (see 205/13 below)

**196/13 FOR INFORMATION ONLY: ACTION POINTS ARISING FROM PREVIOUS MEETING**

a) Action:	By When:	By Whom:
Kerbing at Hurst Lane <ul style="list-style-type: none"> <li>To discuss level of personal contribution with local residents and discuss options open to Council</li> </ul>		JC

An alternative proposal had been sought by a resident and the details are awaited.

b) Action:	By when:	By whom:
Broadband services To arrange a meeting with BT, County and District Councillor Humby, the Chairman and Peter Facey to discuss the upgrade of telephone exchanges, installation of broadband cabinet and fibre optic cabling.	ASAP	RH/JC

Peter Facey updated the meeting as to the current plans for the development of broadband. Information about the 1<sup>st</sup> wave in Hampshire had been released and this did not include faster broadband for Owslebury. Some parishes had decided to 'self-fund' but this would not be advisable at this stage until it was clear as to whether Owslebury would be in the 2<sup>nd</sup> wave (2017). In addition it would need to be established as to whether BT would maintain any self-funded project. Peter Facey responded to questions from Councillors. It was suggested the need for a meeting at an appropriate time with or without other parishes should be considered, and that further information should be sought from Marwell Wildlife on their broadband plans given the increasing number of people demanding access to the site.

c) Action:	By when:	By whom:
Bank Tree To accept the offer from Arbor-Call to remove dead branches from the Bank tree and to arrange for the work to be undertaken.	ASAP	Clerk

The Clerk reported the matter was in hand and should be completed shortly.

d) Action:	By when:	By whom:
Replacement gate post To arrange for new Oak gate post to be installed as soon as possible	ASAP	Clerk

The Clerk reported the gate post had now been installed.

e) Action:	By when:	By whom:
Litter pick To bring forward for consideration at March/April meeting		Clerk

The matter was carried forward.

f) Action:	By when:	By whom:
Pilgrims Way past Pitcot Lane <ul style="list-style-type: none"> <li>To report to SDNP the need for repair of the surface and to co-ordinate as necessary with work on related flooding issues.</li> </ul>	ASAP	Clerk

The Clerk noted the matter had been reported to HCC and had been allocated a Category 2 status – which

should mean the issue would be considered in the relatively near future.

g) Action:	By when:	By whom:
Addition burial space <ul style="list-style-type: none"> <li>Clerk to work with PCC so as to ascertain Parishioners views on options to increase burial space.</li> </ul>		Clerk

The Clerk noted a draft of a newsletter article had been provided to him but he felt it would be prudent first to complete the review of the ownership of the Glebe Field. The matter was carried forward.

h) Action:	By when:	By whom:
Play Area Inspection <ul style="list-style-type: none"> <li>Clerk to arrange for an interim Inspection of the Play Area.</li> </ul>		Clerk

The Clerk reported the matter was in hand and he was awaiting a date for the inspection.

### 197/13 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor Ruffell noted the continuing problem with inconsiderate parking in Beech Grove which meant the bottle bank could not be emptied. A 'yellow line' would take years to be approved and painted and people seemingly ignored the white line 'no parking' arrangements. At the end of a brief discussion it was agreed that District Councillors Ruffell and Humby would establish whether a fixed day for emptying of the bottle bank could be set by WCC. The Clerk was instructed to arrange for signage to the effect that cars should not be parked in the identified area and that parishioners risked losing the bottle bank facility if parking continued to be a problem.

Action:	By when:	By whom:
Bottle bank <ul style="list-style-type: none"> <li>District Councillors Humby and Ruffell to determine whether a day could be fixed for the bottle bank collection lorry.</li> <li>Clerk to arrange for signage.</li> </ul>		LR/RH Clerk

County and District Councillor Humby updated the meeting on the bus service (see 201/13 below). He also noted the need for school places would be considered in the light of the Local Plan. The proposed housing developments in Colden Common may have an impact on the need for school places at Owslebury Primary School. He gave a brief breakdown of the HCC budget (notably the amount of spend on Adult Social Care) and noted parishioners could 'have their say' on the budget as part of the consultative process.

In relation to the localisation of Council tax support, he noted that information on government grants would not be available until the end of December. However his best information was that there would be a reduction in government grants by about 14.3% and that this would be reflected in WCC's grant to parishes. WCC would be writing to Parish Clerks in January about the local tax base.

### 198/13 HIGHWAYS

a) **Traffic calming:** The Clerk and Councillor Chapman noted the forthcoming meeting (with Councillor Tattersall) with Andy Smith of Traffic Management. This would be the next step in endeavouring to put in place a range of traffic calming measures from a reduction in speed limits to the introduction of Speed Watch and the possible introduction of pinch points. Councillors expressed their continuing concern about traffic calming. The matter was carried forward to the December meeting for a report-back on the meeting with Andy Smith. County and District Councillor Humby asked to kept in the loop as he was seeking to arrange a meeting with other parishes (which Owslebury may also join) with Andy Smith about similar issues.

Action:	By When:	By Whom:
Traffic management <ul style="list-style-type: none"> <li>To review outcome of the meeting with Andy Smith and the setting of speed limits</li> <li>To consider other measures including pinch points, priority signage,</li> </ul>	December	ST/JC
	December	JC/All

'Slow' marking in Whaddon Lane, virtual pavements		
<ul style="list-style-type: none"> <li>To consider the possible introduction of Speed Watch</li> </ul>		ST

- b) **Colden Common road works:** The Clerk reported there had been no substantive progress in implementing the range of measures discussed at previous meetings. Hampshire Highways had not been prepared to arrange for additional '30 mph' signage, the Police had not been prepared to allow 'Police Slow' signage to be used, speed and tonnage limits were not being enforced, 'flashing 30 mph signage' had not been made available. However Hampshire Highways had agreed to remove obstructions around current signage (but still outstanding). Councillors expressed their frustration. In relation to the Colden Common road works generally, it was noted that there seemed to be too few workmen involved on the work. County and District Councillor Humby agreed to make enquiries. It was agreed a progress report should be sought for the December meeting.

Action:	By When:	By Whom:
Colden Common Road works		
<ul style="list-style-type: none"> <li>County and District Councillor Humby to make enquiries about rate of progress/manning levels</li> </ul>	December	RH
<ul style="list-style-type: none"> <li>Clerk to arrange for a progress report from Hampshire Highways.</li> </ul>	December	Clerk

- c) **Pitcot Lane flooding:** the Clerk reported that despite chasing a number of times he had not received any response from Hampshire Highways about the steps they had agreed to take at the recent on-site meeting with them. These included consideration of the lack of drainage when the country kerbing was installed and the costing of the relief drainage from the entrance to Emery Feeds to the gate at the bottom of the lane. The Chairman asked County and District Councillor Humby whether he could assist the Council in obtaining a response from Hampshire Highways.

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>	December	Clerk/RH

- d) **Lengthsman:** the Clerk requested Councillors to let him know if they wanted any specific matters included in the Lengthsman's work programme.

## 199/13 RIGHTS OF WAY

There were no new matters to report.

## 200/13 PLANNING

### a) Planning Applications

SDNP 13/04520/FUL	Morestead Grange, Morestead Hill, Morestead, Winchester
Proposal:	Change of use of stable room and tack room in the annex building to the main house to living accommodation, creating a bathroom and a living area with a small kitchen, new windows and door.
Closing Date WCC:	5/11/13
Closing Date OPC:	12/11/13

OPC decision: 'no comment'

SDNP 13/05116/LIS	Ivy Cottage Main Road Owslebury
Proposal:	Extensions and alterations to the rear elevation
Closing Date WCC:	22/11/13
Closing Date OPC:	22/11/13

OPC decision: 'no comment' but with recommendation that builders lorries should not be allowed to cause material inconvenience to Main Road users

SDNP 13/05033/FUL	Whaddon Farm Whaddon Lane Owslebury
Proposal:	Change of use and extension of agricultural building to B1 light industrial use
Closing Date WCC:	22/11/13
Closing Date OPC:	22/11/13

OPC decision: 'no comment' but with recommendation that change of use be restricted to purposes outlined in Planning Application.

SDNP 13/04523/FUL	Land at The Malthouse Baybridge Lane Owslebury Winchester
Proposal:	Forward extension of part of front elevation and increase in height of the garage at The Malthouse
Closing Date WCC:	22/11/13
Closing Date OPC:	22/11/13

OPC decision: 'no comment'

**b) Planning Decisions**

Councillors noted the Planning Applications for the new animal enclosure at Marwell Life had been approved.

**c) Pre-planning advice**

Councillors noted the pre-planning advice in relation to Mare Lane Cottage; they would consider the full Planning Application is due course.

**d) Enforcement**

The Clerk confirmed there were no new enforcement cases or developments to report.

**e) Eastleigh Revised Local Plan 2011-29**

Councillors noted the need for consistency in approach to planning matters on land which borders the Parish. They also noted the significant housing developments proposed for parishes near to Owslebury would inevitably increase traffic using the Main Road/Colden Common roundabout and which may use Owslebury as a short cut.

**201/13 BUS SERVICES**

During his update on County Council matters, County and District Councillor Humby updated the Council on the outcome of the review of bus services. Having considered the Parish Council's representations, HCC had determined it could only afford to subsidise the 3 day 'shoppers' service. Even that would be in excess of the subsidy allowed for other parishes. In addition the dedicated Westgate school bus service would continue and Peter Symonds students would be allowed to use that service at a discounted rate (yet to be determined). He understood the need for other services such as for travel to surgeries etc but this would be more a matter for the community to consider further. Councillor Chapman noted the arrangement Southampton City Council has with South Central Ambulance to provide hospital transport. Such a facility had been available in the past to Winchester residents and he asked County and District Councillor Humby why the grant to allow such services had been withdrawn. County and District Councillor Humby agreed to make further enquiries. He also noted HCC would be reviewing the feasibility of a community bus service using Bishops Waltham- major shopping and other facilities - as the hub.

Action:	By when:	By whom:
Community transport <ul style="list-style-type: none"> <li>County and District Councillor Humby to make enquiries re South Central Ambulance</li> <li>Further consideration in due course of community transport arrangements within Owslebury re medical appointments.</li> </ul>	December	RH  All/Clerk

**202/13 DRAFT OF FINAL PARISH PLAN**

Councillors commented of the draft of the Final Plan. Councillor Tull felt that the Plan should further highlight the impact of developments in other Parishes eg housing developments on the Eastleigh border, Colden Common, Barton Farm etc, on the Parish. He also felt it would be important to highlight that much of the Plan would be dependent upon the co-operation of WCC/HCC/Hampshire Highways and was not within the power of the Parish Council 'to deliver'. Councillor Chapman noted the need for a communications section including the ability of the Council to contact Parishioners direct through the internet. The Clerk was asked to produce a further draft for consideration.

Action:	By when:	By whom:
Parish Plan <ul style="list-style-type: none"> <li>Clerk to prepare further draft for consideration.</li> </ul>		Clerk

**203/13 FINANCES AND ADMINISTRATION**

**a) Payments and receipts**

Councillors noted the payments to be made subject to the approval of the Council, together with the actual receipts since the last meeting:

Voucher	Amount (£)	Payee	Purpose
<b>PAYMENTS</b>			
68	36.00	HALC	Councillor training course
69	165.00	WCC	Dog waste April-June
70	420.61	Cannon	Grass cutting August
71	494.30	Cannon	Grass cutting September
72	32.50	TLC	Webmaster monthly invoice
73	25.00	Hampshire Pension Fund	Contribution towards pension fund deficit re former Clerk
74	50.00	Hedge Sparrow	Church post
75	303.20	M Cleary	Clerk's net pay October
76	201.60	Post Office	PAYE October
77	45.06	M Cleary	Clerk's expenses October (travel £5.59 Postage £3 Print cartridge £36.47)
78	165.00	WCC	Dog waste July-September
<b>79</b>	12.00	OPHMC	Use of meeting room
<b>RECEIPTS</b>			
	63.96	OPHMC	Grass cutting
	0.84	Lloyds	Interest on 30 day notice account

b) **Estimated outcome for 2013/14:** Councillors considered the RFO's estimated outcome for 2013/14 (detailed Estimate and budget 2014/15 attached to these Minutes and summarised in (d) below). They noted that subject to agreement of any Section 137 grants or unexpected/emergency payments, the Council is likely to record a surplus for the year. They noted the RFO's suggestion that amounts be transferred to reserves for election expenses, community projects, legal costs and for Christmas Lights. Councillors agreed to reconsider the Estimate at the next meeting (or January at the latest) when further information would be available on Section 137 grants.

c) **Section 137 grants and other grants:** Councillors noted that the estimate for 2013/14 included a considerable provision for additional Section 137 and other grants. Grants had already been approved (at the November 2012 meeting when the 2013/14 budget was approved) for St Andrews Church (maintenance), Morestead Church and the Owslebury Newsletter; £100 for each. In addition payments had been made to the Parish Hall Committee (£200- contribution towards shed) and St Andrews (payment of £500 grant received from County

Councillor Mason specifically for the Church Notice Board). They considered whether a further grant should be made to St Andrews Church given the increasing costs of ground maintenance, and because of its overall contribution to the community. They asked the Clerk to make enquiries as to how such additional funds would be used should they be approved by Council.

They considered whether a further grant should be made to the Owslebury Newsletter given its contribution to the community. They were minded to do so but only on the basis of a better understanding as to the future of the newsletter following the resignation of the current editor, and consideration of other ways to disseminate information in addition to, or in place of, printed matter.

As regards local charities, Councillors noted that Home Start had assisted 3 families in the Parish in the last 9 months and anticipated they would be asked to help a further 3 families in the near future. They also noted the considerable contribution made by Age UK Winchester to senior citizens outings in the Parish. They were minded to make grants to these two charities. Councillors were not aware of other charities having made a substantive contribution to the Parish. In relation to Christmas Lights they noted there should be sufficient funds in ring fenced reserves for 2013 and were not minded, at this stage, to make further contributions.

Councillors asked the Clerk to put forward a list of proposed grants, based on contribution to the Parish, for further consideration.

- d) **Budget for 2014/15 and Precept:** Councillors considered the RFO's forecast of payments and receipts for 2014/15 and his suggestion for prudent transfers to Reserves for community projects and legal expenses (detailed estimate for 2013/14 and budget 2014/15 appended to these minutes and summarised below).

**EXPENSES (NET OF ANY RELATED RECEIPTS)**

	Budget 2013/14	Estimated outcome 2013/14	Budget 2014/15
<b>Clerk's costs (pay, travel, home working etc)</b>	10,659	7,245	7,708
<b>Insurance</b>	1,843	1,287	1,400
<b>Donations to Churches and S137 grants</b>	1,890	2,490	1,990
<b>Grass cutting (net of OPHMC and St Andrews)</b>	2,913	2,748	2,664
<b>Subscriptions</b>	478	467	488
<b>Maintenance and inspections (includes play area)</b>	700	778	900
<b>Dog waste collection</b>	660	825	740
<b>Audit</b>	450	370	450
<b>Web site</b>	455	468	440
<b>Meeting expenses</b>	300	342	350
<b>Stationery</b>	400	203	210
<b>All other expenses*</b>	1,614	542	1,074
<b>VAT over-claim in error and repaid</b>	0	1,526	0
<b>TOTAL EXPENSES (net of related receipts)</b>	22,262	19,291	18,414
<b>Less: non Precept receipts</b>	-310	-664	-210
<b>Less: Actual Precept for 2013/14; Proposed Precept 2014/15</b>	-23,000	-23,000	-22,000
<b>OPERATING SURPLUS</b>	1,048	4,373	3,796
<b>Proposed transfers to specific reserves:</b>			
<b>Legal/planning expert advice</b>		500	500
<b>Election costs</b>	0	1,000	0
<b>Community projects (traffic, flooding, kerbing, pavilion)</b>	1,000	1,000	3,000
<b>Xmas lights</b>	100	100	100
<b>NET DEFICIT/SURPLUS</b>	-52	1,773	196

In considering the Clerk/RFO's salary for 2014/15 they noted it was based on the Contract of Employment and the nationally agreed salary scales. The increase would be from LC1 Point 22 (£10.198 per hour) to LC1 Point 23 (£10.603 per hour). Councillor Chapman proposed the Clerk/RFO's salary be so increased; Councillor Page seconded the resolution and all Councillors approved the resolution.

As regards other expenses, Councillors noted the RFO's proposals. They also noted the RFO was suggesting a reduction in the Precept for 2014/15 would be possible and Councillors were keen for this to happen. They agreed to consider the matter further at the December meeting.

- e) **Reserves:** Councillors considered the RFO's suggestion for transfers to reserves. The main reserve is in relation to Community Projects and Councillors were concerned to maintain sufficient reserves to allow the Council to assist Parishioners. They noted in particular the need for traffic calming measures/investment, the continuing need for country kerbing, the need to contain flooding in certain parts of the Parish and the possible need to invest in recreational facilities. They noted the continuing cut-back in contributions from Hampshire Highways and HCC and WCC as a result of austerity measures. Against such a background the Council would need reserves to fund necessary expenditure so as to maintain the quality of life in the Parish. Councillors agreed to review the adequacy of reserves as and when they considered the final estimate for 2013/14 and budget for 2014/15.

Action:	By when:	By whom:
Financial matters <ul style="list-style-type: none"> <li>• Clerk to bring forward proposed Section 137 and other grants</li> <li>• RFO to update Estimate for 2013/14 and proposed transfer to reserves</li> <li>• RFO to update budget for 2014/15 and proposed transfer to reserves</li> <li>• Council to review purpose and adequacy of reserves.</li> <li>• Council to set Precept for 2014/15</li> </ul>	December	Clerk/All

- f) **Localisation of Council Tax Support:** Councillors delegated to the RFO completion of the statistical information requested by NALC

**204/13 OPEN SPACES, RECREATION AND PLAY GROUNDS**

- a) Councillors noted the WCC policy paper on Open Spaces Funding and Community Infrastructure Levy and the references therein to the needs of the Parish, and agreed to monitor developments.
- b) The Cricket and Football Clubs had not sufficiently progressed matters on a prospective merger of the Clubs for a report to be provided by Councillor Egerton and the matter was deferred to the December meeting.

Action:	By When:	By Whom:
Sports Clubs/Pavilion <ul style="list-style-type: none"> <li>• 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), OPC budget considerations for 2014/15+ and short term arrangements.</li> </ul>		ME

- c) The Clerk advised Councillor there had been request from Justin Nicholson for the use of the Recreation Ground for a charity football match at the end of November. The Cricket and Football Clubs had not raised any objections and Councillors agreed that given this and the long standing connection of the Nicholson family to the Parish, the event could take place and, on this occasion, without charge.
- d) The Clerk advised the Council of the growing number of people who park their cars on the Glebe Field without prior approval, as well as those requesting approval. In order to protect the Glebe Field Councillors agreed the gates should be locked with keys given to the Clerk, Church Wardens and Councillors Tull and Phillips each of whom would have delegated authority to authorise parking on the field. Where appropriate donations should be sought for Church funds.

Action:	By When:	By Whom:
Glebe Field <ul style="list-style-type: none"> <li>• Clerk to arrange for gate to be locked with keys or combination code provided to Church Wardens, the Clerk and Councillors Tull and Phillips.</li> </ul>		Clerk

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**205/13 WORLD WAR 1 AND D-DAY COMMENORATIONS**

Paul Bowes had updated the Council during the public session on his informal discussions with other interested parishioners on possible ways for commemorating these historic events. It was noted that if an application were to be made for a grant from HCC, proposals would need to be considered and approved by all relevant parties by 1<sup>st</sup> December. Councillors agreed to ask Paul Bowes to lead a working group to put forward a costed proposal for Council to consider, but only on the basis there would be funding from other Parish organisations and HCC. Councillors agreed to a workshop or special meeting being called specifically to consider any final proposals, should this be necessary.

Action:	By when:	By whom:
WW1 and D-Day Commemorations <ul style="list-style-type: none"> <li>• Clerk to arrange for Council to consider final proposals for commemoration on a shared funding basis.</li> </ul>	30 November 2013	Clerk

**206/13 ANTI-SOCIAL MOTOR BIKING**

The Councillors considered the issue of anti-social motor biking, especially on the Morestead Road and agreed to join other Parish Councils in putting the matter to the Board of the Hampshire Area of Local Authorities to consider taking further with the Police.

**207/13 CORRESPONDENCE**

The Clerk confirmed there had been no Parish specific correspondence not already circulated or advised to Councillors.

**208/13 AGENDA ITEMS FOR NEXT MEETING**

Councillors asked for a further discussion on the budget for 2014/15 and precept at the next meeting

**209/13 DATE OF NEXT TMEETING**

The next meeting of the Council will be on 9<sup>th</sup> December 2013 at the Parish Hall commencing at 7.45pm.

The meeting closed shortly before 10.00pm

Chairman...John Chapman.....

Date: 9<sup>th</sup> December 2013