

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
13th AUGUST 2007
AT 7.45 PM IN OWSLEBURY PARISH HALL**

PRESENT

Chairman: Cllr Mr A Manship
Councillors: Mrs J Chase, Mrs J Ruffell, Mr J Seabrook, Mr R Page, Mr G Tull.

IN ATTENDANCE

County Councillor Mr P Mason
District Councillors: Mr L Ruffell, Mr R Humby
PC Charlie Farley and PCSO Sarah McCulloch
Clerk: Mrs E Manship

135/07 APOLOGIES

Councillors: Mrs T Meads

136/07 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Cllr Page confirmed that although a neighbour, the land concerned in planning application 07/01717/FUL, was of a sufficient distance to afford him neither personal nor prejudicial interests.

Cllr Tull confirmed that he had ceased all contract work with Jonathan Humphrey and therefore had neither personal nor prejudicial interests that should preclude his involvement from Council discussions regarding application 07/00954/FUL.

137/07 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 9th July had been circulated. The Chairman signed the minutes.

138/07 MATTERS ARISING FROM THE MINUTES

a) Planning Application 07/00910/FUL, Whites Hill. To discuss approaching the Ombudsman with the Chairman

The Clerk confirmed that neither a Parish Council, nor a Councillor, can make a complaint to the Ombudsman. This is stated within the Local Government Act 1974, Section 27. The Local Government Ombudsman's Office has confirmed this.

Only a member of the General Public or a group of individuals can make a complaint to the Ombudsman. But this must be because they feel sufficiently strongly about it. This cannot be at the request or suggestion of the Parish Council.

If a Parish Councillor is invited to form part of a group, they cannot do so using their title of Cllr. If they wish to contribute, it must be as an individual, not as a Cllr and use the title Mr or Mrs etc. as appropriate. However, the Clerk confirmed she had been advised by SCLL that if a Cllr does contribute in this way the case is likely to be severely weakened owing to their link with the Parish Council. Therefore, all Councillors are strongly advised not to become involved - Code of Conduct - Prejudicial Interests.

If a member of the General Public or a group of individuals wish to make a complaint to the Ombudsman, they must in the first instance make a complaint to WCC to give them the opportunity of responding to their complaint.

139/07 PUBLIC QUESTIONS AND COMMENTS

a) Planning Applications – statement of intent from owner or agent and public comments

- i. **07/01761/FUL – Land to the north of Marwell Zoo (Lot 7) Whaddon Lane, Owslebury**
Mrs Lee, the applicant, talked through the new plans. The existing entrance was agreed with WCC as the best location for the site. She did not wish to disturb the zoo with building works by placing the stables on the zoo boundary, a condition of purchase of the land. Mrs Lee explained the stables would back onto the road but would be tucked behind hedges and not visible from across the valley. She will replant the hedge along the road verge and will take advice regarding appropriate species. 53/07

Regarding the access to the site, the new location of the stables creates an awkward U turn from the entrance. Therefore she proposes to widen the existing entrance to enable vehicles to turn into the site. The gate will also be 2 metres back and at right angles to the road to enable vehicles to temporarily park whilst opening the gate. Large vehicles e.g. the hay lorry, will be received by appointment and she will ensure someone is already on site to open the gate, thus keeping the road free for passing traffic. No comments from the public were received.

ii. **07/01717/FUL – Marwell Manor Farm, Portsmouth Road, Fishers Pond, Eastleigh**

Mrs Hill, the applicant, talked through the plans. Further to discussions with WCC they had agreed to place the new dwelling in a much closer proximity to the existing Farm House. No comments from the public were received.

b) **Any General Matters**

None

140/07 COUNTY AND CITY COUNCILLORS AND POLICE CONSTABLE REPORTS

County Councillor Peter Mason

a) **Safer Neighbourhood Panel**

Cllr Mason mentioned his concern that the Parish Council was not represented at the inaugural meeting of 18th July and hoped the Council would send a representative to the next meeting on Wednesday 26th September 07. The Clerk confirmed that Paul Bowes from Neighbourhood Watch had hoped to attend on 18th July but was unable to do so at the last minute. He had forwarded his apologies to the Council.

b) **Grants for local community initiatives – County Councillor devolved budget scheme**

Cllr Mason noted that Owslebury PC had not applied for a grant from his available budget of £10,000. He had brought information and an application form for the Chairman.

District Councillors Lawrence Ruffell and Rob Humby

a) **Viaduct - Winchester**

The District Councillors confirmed they were participating in discussions to consider options for the viaduct, on land belonging to Winchester College. They would be walking the viaduct on 4th September for the purpose.

Police Constable Charlie Farley

a) **PCSO – Sarah McCulloch**

PC Charley Farley introduced PCSO Sarah McCulloch as one of the PCSO's working in the District.

b) **Crimes Reported in the Parish of Owslebury over the last 2 months**

PC Charley Farley confirmed that 6 crimes had been reported. These include criminal damage to a horse trailer, a burglary at Marwell Grain Store – young people driving the fork-lift, a burglary in the office at Marwell Zoo – nothing taken and two cars broken into in the Marwell Zoo car park and a visitor to the zoo reported a camera stolen.

c) **Re-structuring of Areas**

PC Charley Farley talked through the restructuring into Operational Command Units. Central OCU includes Fareham, Gosport, Havant and Winchester. Winchester East comprises 3 Safer Neighbourhood Teams. The Meon Valley Team is led by Sgt Andy Heward. Owslebury and Upham is one of 16 Local Policing Areas within the SNT, which covers the area stretching from Itchen Valley and The Alresfords in the north, to Whiteley, Boarhunt and Southwick in the South. Responsibilities include crime investigation, liaison with Parish Council and Anti Social Problems. The area is covered by 4 PC's and 4 PCSO's. PC Charley Farley is our local Beat Officer. Further information regarding the above, police priorities etc. can be found on the Owslebury Parish and Community website through the Community Home Page.

The Force also includes Targeted Patrol Officers (TPO's) who respond to telephone calls for assistance from the general public.

d) **Contacting PC Farley direct**

An e-mail link has been set up through the Owslebury website, to enable members of the parish to contact PC Farley direct regarding issues of concern or to share information.

141/07 HIGHWAYS

a) Matters arising from the minutes

i) To follow-up with residents of Morestead House and Hensting Lane/Mares Lane Crossroads regarding kerbing – JR/LR

Cllr J Ruffell reported as follows:

Morestead:

- Morestead House and Lodge – very positive
- Pine Cellars – not keen
- Houses next to and opposite Morestead Church – not keen

Hensting

- Mares Bungalow – very keen
- Hazelwood Farm – don't mind either way
- Owners of fields on crossroads of Whites Hill and Hensting Lane – not in when called
- Everyone else – yes

Overriding Comment: It will protect the verges but could it cause a hazard when vehicles attempt to pass. It won't slow the traffic.

ii) To follow up with Highways for a plan of action regarding the kerbing

The Clerk confirmed she had written to Chris Wilson, with a copy to Colin Taylor and Mel Kendal, as requested. She summarised the letter, which included the Council's concerns and a suggested way forward.

Cllr Seabrook said that he would like to put the kerbing on hold and do something else for the village. There had been talk of residents selling their frontage for a footpath. Also, some street lighting would be helpful in the dark evenings. Cllr Tull said the footpath discussion was 30 years ago. Cllr Manship reminded Cllr Seabrook that the Village had strongly objected to the offer of street lighting in last year's survey.

b) General Matters

i) Potholes

Cllr Tull said there were 3 potholes in Hatchers Lane. Cllr Ruffell confirmed these were filled yesterday. Cllr Tull said there was a pothole at the top of Woodman Hill, Whaddon Lane.

Action	By When	By Whom
• Pothole on Woodman Hill – To notify Hampshire Highways	10/09/07	Clerk

ii) Horses – Road Safety

Cllr Tull raised his concern that small children, who were unable to control their horses against passing traffic, were riding the lanes unaccompanied. He had had 3 near misses himself on his tractor.

Action	By When	By Whom
• To raise his concerns in the Newsletter	10/09/07	GT

142/07 RIGHTS OF WAY

Cllr Tull reported that the majority of bridleways were overgrown and impassable. In particular, the bridleway at Morestead Pond and one at Longwood.

Action	By When	By Whom
• To provide the Clerk with the numbers of the bridleways that are particularly overgrown. The Clerk to notify RoW.	10/09/07	GT/Clerk

143/07 WHITES HILL PLANNING APPLICATION 07/00954/FUL – WAY FORWARD

Further to receipt of a letter from Mr J Humphrey, the Council agreed they would like to take up his offer to meet to discuss the way forward. Cllrs who indicated an interest of being involved included: Cllr L Ruffell, Cllr R Humby, Cllr A Manship, Cllr G Tull, Cllr J Seabrook and Cllr J Chase. Cllr Manship registered his concern over Cllr Tull's involvement, considering him to be too closely involved. Cllr Tull refuted this, re-stating that he had no preferential interests and should be involved.

Cllr Manship said that he had spoken with "Planning Aid" who had confirmed an agent may be able to support the Council in liaising with the site holder regarding the way forward. Their services were free of charge but they requested an appropriate donation. He sought the agreement of the Council to take this forward, which was given.

Cllr Humby offered to contact a neighbour who may be interested in monitoring the site for areas of concern e.g. Sunday working, floodlighting etc. to be supported by a small committee. Cllrs who confirmed they would be happy to be involved included: Cllr Page, Cllr J Ruffell. Cllr Page urged caution in this matter.

Action	By When	By Whom
<ul style="list-style-type: none"> To co-ordinate a meeting with the landowner to discuss the way forward 	10/09/07	AM
<ul style="list-style-type: none"> To discuss with a neighbour re: monitoring conditions and confirm with AM 	ASAP	RH

144/07 LITTER COLLECTION

The Chairman gave Cllr Jane Ruffell the list of names of volunteers to help in the litter collection. The date of Sunday 29th September was agreed upon. After the meeting, changed to **Sunday 23rd September**. Both the Parish Council and Cllr L Ruffell offered to provide a bottle of wine as a prize.

Action	By When	By Whom
<ul style="list-style-type: none"> To place information regarding dates and times etc. in the Owslebury Newsletter 	Editions prior to 23/09/07	JR
<ul style="list-style-type: none"> To organise the event to ensure trailers, bags, gloves etc. are available and sites to be targeted identified. 	23/09/07	JR

145/07 WEBSITE UPDATE

The Clerk updated the Council on the development of the Parish and Community Website. www.owslebury.org.uk To date there have been nearly 2000 hits. The site is currently attracting both new and return visitors. New additions to the site include:

Planning Applications

- New Planning Applications are placed on the site. People wishing to make a comment can e-mail their thoughts to both the Clerk (for Cllrs consideration at meetings) and WCC
- Overview of planning applications in 2007 and their outcomes

Education

- Link to Owslebury School
- School Term/Holiday Dates

Community Information

- Police – A direct e-mail link to PC Charlie Farley, Beat Officer for Owslebury, is available through the community page. Information regarding 101 and the re-structuring of the Police Service locally
- Information for New Residents e.g. Milk Delivery, Post Office, Bin Collection, Bus Service – link to Stagecoach Timetable etc. available
- Community Organisations – Slow to respond. Site currently holds information regarding the Church Bell Ringers, the Handbell Ringers and the Parish Hall Committee. Please encourage local organisations to upload information onto the site. Forms available on the site for people to complete and submit.
- Community Events Form for residents to advertise forthcoming events

Home Page

- Picture Gallery – Do encourage local residents to send in photos of interest

Business Pages

- 7 Businesses have confirmed they would like to advertise on the site. 3 have currently uploaded their information.
- Site also includes links to "Trading Standards" and "Buy with Confidence" advertising traders who it is believed can be trusted

Recreation Information

- Local clubs listed but none have so far uploaded information – Please do encourage people to do so. Forms available on the site for people to complete and submit.

History Page

- A couple of individuals have volunteered but this section is still in formation.

Parish Council

- District Councillors – Photos, Responsibilities & Contact Details available
- Parish Council – Information regarding responsibilities is included
- Agenda and Minutes are included
- Search facility enables searches within the site for a specific agenda item
- Acronyms and Initialisms with links e.g. CPRE, HAPTC, HAT, SEERA etc.
- Contact the Council – E-mail link

Action	By When	By Whom
The Cllrs discussed whether they were in agreement for their contact details to be placed on the site. The Clerk to process as follows:	10/09/07	Clerk
<ul style="list-style-type: none"> Cllr Manship – telephone Cllr Chase – telephone and e-mail Cllr Seabrook – no Cllr Page – telephone Cllr Tull – telephone and e-mail Cllr Ruffell – telephone Cllr Meads (absent) – Clerk to enquire 	10/09/07	Clerk

146/07 ASSET REGISTER

A draft update of the asset register had been circulated. Items to be removed and added were discussed.

Action	By When	By Whom
<ul style="list-style-type: none"> Update asset register with Insurance Company. To consider the type of insurance cover held, value of items and affect on premium in so doing 	10/09/07	Clerk

147/07 ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007 AND INTERNAL AUDIT

The accounts and audit report had been circulated. The Financial Officer explained the derivation of the figures on the end of year return and explained the reasons for differences of more than 15% between year-ends, where required. The Chairman and Financial Officer signed the Annual Return.

The Financial Officer talked through the figures on the Reconciliation of Balances. The Chairman and Financial Officer signed the Reconciliation of Balances.

The Financial Officer summarised the Audit report. The auditor was particularly pleased to note that a Risk Assessment Book had been introduced for the Play Area and the Agenda and Minutes had been re-ordered into the required format.

The Financial Officer confirmed that the Internal Audit had been completed successfully and papers sent for external audit.

The Auditor requested that as from now, all cheque stubs were signed by the Councillors as well as the cheques. However, only 2 Councillor signatures were required, not three.

The Clerk confirmed that to comply with our Insurance Regulations, the Council is required to have an off-site back-up system in place for computer files. This had been set up and Cllr Chase would hold the back up CD's.

Action	By When	By Whom
<ul style="list-style-type: none"> To notify Lloyds bank that we only require 3 signatures on the 	10/09/07 57/07	Clerk

cheques, not 4 (2 cllrs and the financial officer) <ul style="list-style-type: none"> • All cheque stubs to be signed by Cllrs as from this month • Back up computer files to be downloaded for Cllr Chase on a monthly basis. 	Monthly Monthly	Cllrs Clerk
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148/07 ACCEPTANCE OF THE “REVISED CODE OF CONDUCT” AND COMPLETION OF NEW “REGISTER OF INTEREST FORMS”

The Clerk summarised the main differences between the Code of Conduct and the Revised Code of Conduct.

- There are new provisions against bullying or intimidating behaviour from members to the public, other members or the clerk
- The grounds upon which a member may disclose confidential information have been widened.
- If paragraph 12(2) is adopted, members declaring prejudicial interests may speak in the public section of the meeting, but must leave the room when the item is discussed by the Council. (If 12(2) is not adopted, the member may make no comment regarding the item discussed at any time and must leave the room at the appointed time)

The Council adopted the Revised Code of Conduct, unamended, with the addition of paragraph 12(2).

The new ‘Register of Interests’ forms **MUST BE COMPLETED** by ALL Members, irrespective of time served on the Council. Cllrs Chase and Manship handed completed forms to the Clerk.

Action	By When	By Whom
<ul style="list-style-type: none"> • Cllrs Meads, Page, Ruffell, Seabrook & Tull to complete the new “Register of Interests” form, attached to the agenda and return to the Clerk within a fortnight for processing. 	27/08/07	TM, RP, JR, JS, GT
<ul style="list-style-type: none"> • To notify the Standards Board that Owslebury Parish Council has adopted the Revised Code of Conduct 	10/09/07	Clerk
<ul style="list-style-type: none"> • To forward the completed ‘Register of Interest’ forms to WCC – Democratic Services. 	10/09/07	Clerk

149/07 PLAYGROUND

Cllr Page updated the Council regarding the work to the play area.

a) Handrail around the top of the slide

It was agreed that a handrail was required for safety purposes. Cllr Page recommended installation by “Playgrounds” as they had installed the platform at the top of the slide and one would affect the other. A quote had been requested but not yet received. It was agreed that owing to the urgent necessity for a rail, that once the quote had been received the Clerk could proceed on the agreement of Cllr Page.

b) Sign

The Clerk confirmed advice had been sought from both Playgrounds and Rospa (Playground Inspectors) regarding the wording and presentation of the new sign. John Brown, webmaster, had kindly designed the sign with Pictograms. Cllr Tull stated that the wording “play area for use of children under 12 only” was incorrect as the basketball net was for the use of older children, should they wish to use it. Discussion followed regarding the use of words such as “designed for”, “equipment” and “area” etc. It was agreed that the Clerk should take advice from Rospa and Cllr Page would make the final decision.

Action	By When	By Whom
<ul style="list-style-type: none"> • Chase up the quote, discuss with Cllr Page and order a handrail for the slide 	17/08/07	Clerk
<ul style="list-style-type: none"> • Seek advice from Rospa, clarify wording for sign with Cllr Page and notify Playgrounds 	17/08/07	Clerk

150/07 REMOVAL OF EXCESSIVE GROWTH OF HEDGE ON GLEBE FIELD

The Clerk had circulated an e-mail received from Mrs J Hall of Glebelands, explaining that the overgrown ivy on the Glebe Field was damaging her fence. Mrs Hall had offered to pay 1/3 of the cost towards cutting back the ivy and shrubs against her border but would look to the Parish Council contributing towards the cost of repairing or replacing parts or her fence as required. The Parish Council agreed this in principle.

The Clerk had obtained two quotes: Brian Foot - £240 and P C Garden Contracts - £170. The Council agreed that P C Garden Contracts should be contracted to cut the hedge and remove the ivy. Quotes for repairing the fence to be obtained when the work required was clear.

Action	By When	By Whom
• Contract P C Garden Contracts to cut the hedge and remove the ivy from the fence bordering Glebelands	17/08/07	Clerk
• Notify Mrs Hall	17/08/07	Clerk

151/07 MAINTENANCE OF SEATS ON GLEBE FIELD AND RECREATION GROUND

The Chairman reported that many of the seats on the Glebe Field and Recreation Ground were in poor condition and required maintenance. There are 9 seats in all. 1 is in excellent condition, presumably maintained by the family who donated it. 1 is beyond repair and needs replacing. 7 need sanding down and painting with a preservative to extend their life.

The Clerk had obtained two quotes: Brian Foot - £40 - £50 per seat. PC Garden Contracts - £100 per seat. The Council agreed that Brian Foot should be contracted for this work.

The Chairman asked for a volunteer to research into a replacement seat for the Glebe Field. Owing to recent Health and Safety legislation the bench must be more than 17.75" from the ground so the elderly and disabled can get off them easily. No volunteers so the Chairman agreed to action this.

Action	By When	By Whom
• Contract Brian Foot to sand and preserve 7 seats (3 on Glebe Field and 4 on Recreation Ground)	17/08/07	Clerk
• Obtain quotes for a seat in keeping with those on the Glebe Field as a replacement for the broken seat.	10/09/07	AM

152/07 PLANNING

a) Planning Development Control Committee meetings

None.

b) To discuss planning applications

07/01761/FUL:	Land to the north of Marwell Zoo (Lot 7) Whaddon Lane, Owslebury
Proposal:	Change of use of land to personal equestrian use and erection of stables/tack room and horse exercise area (RESUBMISSION)
Comments by:	30th August 2007

PC Comment: Comment Only. The PC asks that if this application is approved, then there should be considerable landscaping to protect the views along the road and across the valley.

07/01717/FUL:	Marwell Manor Farm, Portsmouth Road, Fishers Pond, Eastleigh
Proposal:	Siting of mobile home for agricultural worker (RESUBMISSION)
Comments by:	16th August 2007

PC Comment: Support. This is a well-established farm with the immediate family seeking to work on the farm and continue the family business. They ask the application be granted, with a tie that states that the home cannot be sold off separately from the farmhouse and should be for the sole use of the Hill family.

07/01947/FUL:	Crosslanes Farm, Warley Lane, Morestead
Proposal:	Single Storey Rear Extension
Comments by:	Thursday 6th September 2007

PC Comment: Object. The PC feels that the extension will look incongruous against the existing dwelling. It is over expansion for an agricultural dwelling in the countryside. The dwelling was originally approved owing to its size and design. This application goes against both these precepts.

c) To hear planning decisions

07/01316/FUL:	Yew Tree House, Hensting Lane, Owslebury
Proposal:	Replacement stable providing 6 no. loose box
Decision:	Application Permitted

07/01236/FUL:	Scandors Yard, Baybridge Lane, Owslebury
Proposal:	Single storey extension to existing storage unit, change of use from storage of timber to storage of classic car parts
Decision:	Application Permitted

07/00896/FUL:	Marwell Hotel, Thompsons Lane, Owslebury
Proposal:	Two storey office block and ancillary parking with covered motorcycle and bicycle stores
Decision:	Application Refused

07/01535/FUL:	Puffins, Longwood Road, Owslebury
Proposal:	Addition of first floor accommodation and front extension to provide two storey dwelling (RESUBMISSION)
Decision:	Application Permitted

07/01557/FUL:	Pond Cottage, Main Road, Owslebury
Proposal:	Timber balcony to rear of property
Decision:	Application Permitted

d) To hear Agricultural Prior Notification (APN) decisions

07/00911/APN	Dundee Down Farm, Whaddon Lane, Owslebury
Proposal:	Erection of hay storage barn
Decision:	No Objection

Cllr Tull raised his concern regarding the bund that had been formed from the excavated soil at this site as he felt it would cause flooding. He also stated that the road was not unclassified and that the entrance and road formed required planning permission. The clerk confirmed the site had been reported to enforcement.

Action	By When	By Whom
• To meet with the landowner to discuss the bund.	10/09/07	GT

153/07 MATTERS ARISING FROM CORRESPONDENCE RECEIVED: FOR INFORMATION ONLY

a) Winchester Passenger Transport Forum – Tuesday 2nd October 2007 at 2pm, Shawford Village Hall

Action	By When	By Whom
• To attend the above meeting	02/10/07	JS

b) Safer Neighbourhood Panel – Wednesday 26th September 2007 at 7pm, Jubilee Hall, Bishops Waltham

Action	By When	By Whom
• To attend the above meeting	26/09/07	AM

154/07 ITEMS FOR NEXT MONTHS AGENDA

- Replacement Seat for Recreation Ground

155/07 FINANCE

August Payments were approved in accordance to the budget.

156/07 DATE OF THE NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be held on **Monday 10th September at 7.45pm**