

Owslebury Parish Council

Chairman: Councillor John Chapman

1st May 2015

To Parish Councillors John Chapman, Mark Egerton, Will Martin, Roger Page, Paul Phillips, Sally Tattersall and Gerry Tull

You are hereby summoned to attend the Annual Parish Council meeting to be held on Monday 11th May 2015 at 7.30pm or, if later, immediately after the Annual Parish Assembly, in the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

AGENDA
Annual Parish Council Meeting 11th May 2015

- 1) Apologies for absence.
- 2) Election of Chairman for 2015/16
 - a) Declaration of Acceptance of Office.
- 3) Election of Vice Chairman for 2015/16.
- 4) To receive Disclosure of interests on Agenda Items.
- 5) To approve the Minutes of the Parish Council Meeting held on 13th April 2015
 - a) To consider future publication of draft minutes.
- 6) To hear public questions and comments:-
 - a) Planning applications: statements of intent from owners or agents and public comments:
 - b) Other agenda items – public comments.
- 7) To appoint Parish Council Representatives for 2015/16 and to confirm terms of reference relating thereto (Attachment A)..
- 8) Procedural and constitutional matters (documents pre-circulated; copy available from Clerk).
 - a) To approve Standing Orders for 2015/16.
 - b) To approve Financial Regulations for 2015/16.
 - c) To confirm the following policies approved by Council at previous meetings:
 - i) Risk and Fixed Assets Registers, as adopted by Council on 9th April 2015.
 - ii) Complaints Procedures, as adopted by the Council on 11th November 2013.
 - iii) Freedom of Information requests, as adopted by Council on 9th June 2014.
 - iv) Dealings with the press, as adopted by Council on 9th June 2014.
 - v) Community Emergency Plan, as adopted by the Council on 8th December 2014.
 - vi) Reserves, as adopted by the Council on 9th April 2015.
 - vii) Health and Safety, as adopted by the Council on 11th March 2013.
 - viii) Grants and donations, as adopted by the Council on 9th September 2014.
 - ix) Recruitment, as adopted by the Council on 14th July 2014.
 - d) To receive a report from the Clerk on insurance arrangements for all insured risks (Clerk).
 - e) To confirm dates, times and place of ordinary meetings of the Council for 2015/16.
- 9) Police Report.
- 10) County and District Councillors reports.
- 11) Planning.
 - a) To consider Planning Applications (Attachment B).
 - b) To consider Planning Decisions. (Attachment C).
 - c) To consider Planning Applications outstanding (Attachment D)
 - d) To consider any new enforcement matters (including concerns expressed by a parishioner).
- 12) Highways.
 - a) To receive a report on SDNP/HCC discussions re introduction of Quiet Lanes.
 - b) To receive an report on the outcome of speed reviews undertaken by the Police.
 - c) To receive an report on the monitoring of 'sludge sites'.
- 13) Rights of Way
 - a) To receive a report on recent discussions with Marwell Wildlife re public footpaths around or leading to the park.
 - b) To consider whether application should be made under the Small Grants Scheme.
 - c) To consider any general matters.
- 14) Open spaces, Recreation and Play Grounds.
 - a) To receive a report on the proposed new licence for the Sports Club.
 - b) To consider play equipment inspection report.
 - c) To consider any general matters.
- 15) Finance, administration and statutory matters.
 - a) To note payments made since last meeting, receipts and to approve proposed payments.
 - b) To consider Internal Auditor's review for 2014/15, if available.
 - c) To review and approve the Annual Return for 2014/15 – Section 1 Accounting Statement and Section 2 Annual Governance Statement for Owslebury Parish Council together with Reconciliation at as at 31st March 2015.
 - d) To consider any general matters.
- 20) To consider Clerk's Report (Attachment E).
- 21) Information exchange and Agenda items for next meeting.
- 22) Date of next meeting (8th June at 7.30pm).

Michael Cleary
Clerk and Responsible Financial Officer.
1st May 2015.

ATTACHMENT A:

OWSLEBURY PARISH COUNCIL ROLE OF PARISH COUNCIL REPRESENTATIVES

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

ATTACHMENT B: PLANNING APPLICATIONS.

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| SDNP 15/01676/FUL | Vodafone Site, Marwell Wildlife, Thompsons Lane, Owslebury. |
| Proposal: | Removal and replacement of 2 no. existing antennas with 6no. modern replacement antenna units with 3 no. remote audio units (behind 3 of the new antenna) together with associated support bracketry, feeder cables and ancillary development thereto. |
| Closing date (OPC): | 12/05/15 |

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| SDNP 15/00235/FUL | Lower Baybridge House, Lower Baybridge Lane, Owslebury |
| Proposal: | Erection of garden shed |
| Closing date (OPC): | 13/05/15 |

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| SDNP 15/01798/HOUS | 2 Lower Farm Cottages, Whaddon Lane, Owslebury |
| Proposal: | Existing flat roof to be raised (pitched) and re-covered. |
| Closing date (OPC): | 21/05/15 |

Note: Planning applications received between the date of the agenda and the meeting will be advised separately.

ATTACHMENT C: PLANNING DECISIONS

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| SDNP 15/00771/HOUS | Great Hunts Place, Whaddon Lane, Owslebury |
| Proposal: | Single storey rear extension including re-roofing of an existing canopy to form a veranda and terrace. |
| Decision: | Approved |

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| SDNP 15/00415/.FUL | Marwell Wildlife |
| Proposal: | Erection of pre-fabricated single storey unit and associated infrastructure to provide animal isolation |
| Decision: | Approved |

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| SDNP 15/00770/CND | Farm Cottage, Whiteflood Farm Belmore Lane |
| Proposal: | Removal of condition no.3 of permitted permission 07/02867/FUL to enable horse owned by family and friends to be stabled in the loose boxes. |
| Decision: | Approved |

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| SDNP 14/06648/HOUS | 3, Hilly close, Owslebury |
| Proposal: | Front dormer windows. |
| Decision: | Approved |

ATTACHMENT D: PLANNING APPLICATIONS OUTSTANDING.

| Case No: | Location: | Proposal: | Closing Date for Comment | Application Discussed | PC Comment | Outcome |
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| W14/001 58/FUL | Little Ranch, Portsmouth Road, Fishers Pond | Siting of 1 touring caravan and 1 mobile home for residential use for 1 gypsy pitch together with formation of hardstanding with ancillary and utility/day rooms. | 04/03/14 | 10/02/14& 24/02/14 | Oppose (insufficient information) | Refused by WCC / Appeal in progress |
| Lawful Develop ment SDNP 14/05675 /LDE | Land off Hatchley Lane, Upham, Hants | Certificate of lawful use for B8 use as a building and agricultural storage yard | 11/12/14 | 8/12/14 | Oppose | |
| SDNP 15/00645 /FUL | Staggs Gate, Staggs Lane | Demolition of existing bungalow and erection of replacement residential dwelling (this application may affect the siting of a public Right of Way) | 10/03/15 | 9/03/15 | Neutral | |
| SDNP 15/00814 /LDE | Long Ash, Pitcot Lane, Owslebury | Single storey rear extension (CERTIFICATE OF LAWFULNESS) | 13/03/15 | 9/03/15 | Neutral | |
| SDNP15/ 00669/H OUS | 20 Beech Grove Owslebury | Construction of new single storey side and rear extensions | 23/04/15 | 13/04/15 | Neutral | |

ATTACHMENT E: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

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| Action: SpeedWatch | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk/Rob Humby to arrange a meeting with Andy Smith; Subject to above, Council/Rob Humby to consider approach to Police Commissioner. | | Clerk/Rob Humby |

Awaiting information from RH.

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| Action: Enforcement | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk to invite Enforcement to attend a Council meeting. Local farm – to ask Enforcement to investigate possible building activity. To obtain from Enforcement full list of Enforcement cases | March | Clerk |

Enforcement attending June meeting; other matters in hand.

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| Beech Grove telephone box | | |
| <ul style="list-style-type: none"> Rob Humby to use contacts establish whether BT will replace door; If above unsuccessful, to establish whether OPC can adopt the box. | March | Rob Humby |

Awaiting information from RH. : ME to take sounding re usage of telephone

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| Action: Enforcement | By When: | By Whom: |
| <ul style="list-style-type: none"> Chairman to follow-up with Marwell Activity re construction of stables. Chairman to follow-up re additional signage at Activity Centre warning drivers to take greater care in exiting the centre. | April/May | Chairman |

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| Action: Beech Grove parking | By When: | By Whom: |
| <ul style="list-style-type: none"> Short term: Clerk to liaise with Hampshire Highways for repairs to kerbing and verges. Medium term: Clerk and Chairman to discuss with HCC/WCC/School alternative coach providers better able to negotiate Beech Grove or, for the safety of children and residents as well as protection of the verges. Clerk and Chairman to discuss with School alternative pick-up points for school children, consistent with Health and Safety. | March/April | Clerk/Chair/ME |

re instating verges in hand for May; discussion with school awaited.

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| Action: Grit Bin | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk to acquire further grit bin for Beech Grove, if considered necessary, and after consultation with Chair. | March/April | Clerk |

In hand.

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| Action: The Great War and D-Day Remembrance Projects. | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk to arrange for landscaping work around the Stone | April | Clerk |

Estimates being obtained

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| Action: WCC Planning procedures | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk to make enquires as to whether WCC will reflect SDNP revised consultation procedures with parish councils. | June | Clerk |

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| Action: Public transport | By When: | By Whom: |
| <ul style="list-style-type: none"> Council to consider with County and District Councillor Humby application by HCC to ensure rural villages have adequate public transport. | May | Council/ Rob Humby |

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| Action: Kerbing and verges | By When: | By Whom: |
| <ul style="list-style-type: none"> Clerk to make enquires of HH as to repairs to kerbing at Pitcot Lane and damage to verges at corner of Jackmans/C9. | May | Clerk |

Reported to HH

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| Action: Small grants scheme | By When: | By Whom: |
| <ul style="list-style-type: none"> • Clerk to make enquires of HCC. • Councillors Tull, Egerton and Martin to view paths around Marwell/Hensting and make recommendations to Council | May | Clerk/ ME/GT/WM |
| Action: Red Lane lock | By When: | By Whom: |
| <ul style="list-style-type: none"> • Clerk to make enquires as to who changed the lock and why. | May | Clerk |