

**Owslebury Parish Council**

**Chairman: Councillor John Chapman**

**28<sup>th</sup> April 2016**

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

You are hereby summoned to attend the Annual Parish Council meeting to be held on Monday 9th May 2016 at 7.30pm in the Committee Room at the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

**AGENDA**  
**Owslebury Parish Council Annual Meeting 9<sup>th</sup> May 2016**  
**In the Committee Room, Parish Hall at 7.30pm**

*Members of the public and press are invited to attend except for any specific item which is marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Background papers are available for viewing by appointment before the meeting. They will be circulated to Councillors in the days before the meeting.*

- 1) Apologies for absence.
- 2) Election of the Chairperson and Vice Chairperson for 2016/17.
  - a) To note Declaration of Acceptance of Office.
- 3) To receive Disclosure of interests on Agenda Items.
- 4) To approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> and 28<sup>th</sup> April 2016.
- 5) 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.
- 6) To appoint Parish Council Representatives for 2016/17 and to confirm terms of reference relating thereto (Note A).
- 7) Procedural and constitutional matters (documents pre-circulated; copy available from Clerk).
  - a) To approve Standing Orders for 2016/17.
  - b) To approve Financial Regulations for 2016/17.
  - c) To confirm the following policies approved by Council at previous meetings:
    - i) Risk Register as adopted by the Council on 11<sup>th</sup> January 2016.
    - ii) Fixed Assets Register.
    - iii) Complaints Procedures, as adopted by the Council on 11<sup>th</sup> November 2013.
    - iv) Freedom of Information requests, as adopted by Council on 9<sup>th</sup> June 2014.
    - v) Dealings with the press, as adopted by Council on 9<sup>th</sup> June 2014.
    - vi) Community Emergency Plan, as adopted by the Council on 11<sup>th</sup> December 2015.
    - vii) Reserves, as adopted by the Council on 11<sup>th</sup> April 2016.
    - viii) Health and Safety, as adopted by the Council on 11<sup>th</sup> March 2013.
    - ix) Grants and donations, as adopted by the Council on 9<sup>th</sup> September 2014.
    - x) Recruitment, as adopted by the Council on 14<sup>th</sup> July 2014.
  - d) To receive a report from the Clerk on insurance arrangements for all insured risks.
- 8) To confirm dates, times and place of ordinary meetings of the Council for 2016/17.
- 9) County and District Councillors reports.
- 10) Police Report.
- 11) Planning.
  - a) To consider Planning Applications (Note B).
  - b) To consider Planning Decisions (Note C).
  - c) To consider enforcement matters.
  - d) To consider issues in connection with additional affordable housing in the village.
  - e) To consider additional representations in connection with WCC Local Plan.
  - f) To consider additional representations in connection with Eastleigh Local Plan.
  - g) To consider general matters.
- 12) Highways.
  - a) To consider appointment of a traffic consultant.
  - b) To receive an update on between OPC, landowner and HH (re Staggs lane).
  - c) To consider any general matters.
- 13) Rights of Way
  - a) To receive an update on improvements to Monarchs Way.
  - b) To consider any general matters.
- 14) Open spaces, Recreation and Play Grounds.
  - a) To consider request to undertake work on the pond at Staggs Gate.
  - b) To consider acquisition of additional benches for Recreation ground.
  - c) To consider refurbishment of benches on Recreation Ground, Glebe Field and Play area.
  - d) To consider any general matters.
- 15) Community services.
  - a) To receive an update on The Ship Inn.
  - b) To consider future use of kiosk in Beech Grove.
  - c) To consider any general matters.
- 16) Burial ground.
  - a) To receive clarification on the PCC's conclusion on the options for an additional burial ground, and to consider next steps.

- 17) Finance, administration and statutory matters.
  - a) To note payments made since last meeting, receipts and to approve proposed payments.
  - b) To consider the Internal auditor's report for 2015/16.
  - c) To consider the scope of internal audit for 2016/17 onwards.
  - d) To approve Section 2, 'Accounting Statements for 2015/16' of the Annual Return and to authorise the Chairman to sign the statement on behalf of the Council.
  - e) To note the RFO comments on the accounting statement for 2015/16;
  - f) To confirm sale of the lawn mower.
  - g) To consider any general matters.
- 18) To consider Clerk's Report (Note D).
- 19) To consider adherence to Code of Conduct.
- 20) Information exchange and Agenda items for next meeting.
- 21) To consider matters in connection with the Annual Parish Meeting on 16<sup>th</sup> May 2016.
- 22) To agree date of next council meeting (13<sup>th</sup> June 2016 at 7.30pm).

Michael Cleary  
Clerk and Responsible Financial Officer.  
28<sup>th</sup> April 2016  
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## NOTE A: 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.

Originally adopted by the Parish Council June 2013 and re-confirmed annually.

## NOTE B: PLANNING APPLICATIONS.

SDNP/15/06486/FUL	Matterley Alresford Road Ovington Hampshire
Proposal:	Change of use of land from agriculture to mixed agriculture and a number of temporary events (including summer festivals, endurance running events, sporting events (including motocross). Number and type of events to not exceed criteria and weighting set out in submitted event matrix. Retention of wooden structures within woodland associated with festival use.
Closing date (OPC):	18 May 2016

SDNP/16/01975/HOUS &16/01976/LIS	Whiteflood Farm Belmore Lane Owslebury
Proposal:	Internal and external alterations to the existing property, including extension of single storey utility room, removal of existing timber porch, reinstatement of original front door into existing blocked opening, insertion of new casement window to match existing, removal of internal wall and creation of new internal doorway.
Closing date (OPC):	20 May 2016

Planning applications received between the date of the agenda and the meeting will be advised separately.  
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### NOTE C: PLANNING DECISIONS

SDNP/15/04582/LDE	Marwell Yard, Thompsons lane
Proposal:	Upon the full implementation of planning application ref: 06/03453/FUL, the subsequent use of the two hay, machinery and plant equipment buildings for general storage purposes (falling within Use Class B8)
Decision:	Approved
SDNP/16/01082/LIS	Chestnut House, Main Road, Owslebury
Proposal:	Construct new stud partition and remove fireplace.
Decision:	Approved
SDNP/15/06171/FUL	Penny's Acre Lower Farm , Whaddon Lane, Owslebury
Proposal:	Erection of stables and change of use of the land to include equestrian use.
Decision:	Approved.

Decisions announced by SDNP or WCC between the date of the agenda and the meeting will be advised separately.

### NOTE D: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Rights of Way	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to survey ROW accessible by tractor and to clear obstructions as necessary.</li> <li>Clerk to advertise through OIS and newsletter re parishioners reporting issues with footpaths to Clerk;</li> <li>Clerk to collate information and report back to Council</li> </ul>	Cllr Tull / Clerk

OIS and Newsletter note circulated – 1 response to date. Reminder notes to be issued

Action: Bank tree.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for pruning of tree;</li> </ul>	Clerk

Pruning booked for spring.

Action: Play Equipment	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to review certain (non-urgent) points noted by the Inspector.</li> </ul>	Clerk

minor repairs to be undertaken in due course.

Action: Basketball	By Whom:
<ul style="list-style-type: none"> <li>activity to be monitored for 2 months for anti-social behaviour;</li> <li>if the problems persist, Basketball facility to be removed without further warning. The Council very much hoped this extreme measure would not be required;</li> </ul>	Clerk

Action: Owslebury Information Service.	By Whom:
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<ul style="list-style-type: none"> <li>• Councillor Martin to overview procedures (including security arrangements) for OIS.</li> </ul>	WM/Clerk
<b>Action: Recreation Ground</b> <ul style="list-style-type: none"> <li>• Dragon's teeth to be installed on bank at Recreation Ground.</li> </ul>	By Whom: PP/GT
<u>Temporary (logs) action taken; dragons teeth to be installed in due course.</u>	
<b>Action: Grips and ditches</b> <ul style="list-style-type: none"> <li>• Clerk to establish cost of clearing of grips and ditches</li> </ul>	By Whom: Clerk
<b>Action: Play area</b> <ul style="list-style-type: none"> <li>• Clerk to arrange for cleaning and repair of matting in swing area;</li> <li>• Clerk to arrange for edging re roundabout.</li> </ul>	By Whom: Clerk
<u>In hand for end May/early June</u>	
<b>Action: Enforcement/planning</b> <ul style="list-style-type: none"> <li>• Clerk to make enquiries re change of use of land in Hensting Lane, and planning infringements at Woodland Stables and concern as to animal welfare.</li> </ul>	By Whom: Clerk
<u>In hand – awaiting reports</u>	
<b>Action: Enforcement/planning</b> <ul style="list-style-type: none"> <li>• Clerk to write to Enforcement Officer expressing need to take action to ensure compliance with planning law.</li> <li>• Clerk to make enquiries about development activity at local site</li> </ul>	By Whom: Clerk
<u>Note sent to WCC. Re other development activity – currently in-hand</u>	
<b>Action: Highways/EA</b> <ul style="list-style-type: none"> <li>• Clerk to confirm Council's agreement to terms of Lengthsman Scheme.</li> <li>• Council to invite slurry contractor to Council meeting.</li> </ul>	By Whom: Clerk
<u>Lengthsman scheme confirmed. Contractor invited to attend meeting – awaiting reply</u>	
<b>Action: Burial ground</b> <ul style="list-style-type: none"> <li>• Councillor Tull to meet with PCC.</li> </ul>	By Whom: PP/GT