

Owslebury Parish Council

Chairman: Councillor John Chapman

28th 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 8th May 2017 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 8th May 2017

In the Committee Room, Parish Hall at 7.30pm or, if later, immediately after the Annual Parish Assembly.

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.

- 70) Apologies for absence.
- 71) Election of the Chairperson and Vice Chairperson for 2017/18.
 - a) To note Declaration of Acceptance of Office.
- 72) To note Councillors acceptance of the Code of Conduct.
- 73) To receive Disclosure of interests on Agenda Items.
- 74) To receive requests for dispensations for disclosable pecuniary interests (if any).
- 75) To approve the Minutes of the Parish Council Meeting held on 11th April 2017.
- 76) 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.
- 77) To appoint Parish Council Representatives for 2017/18 and to confirm terms of reference relating thereto (Note A).
- 78) Procedural and constitutional matters (on website and hard copy available from Clerk).
 - a) To approve Standing Orders for 2017/18.
 - b) To approve Financial Regulations for 2017/18.
 - c) To confirm the following policies approved by Council at previous meetings:
 - i) Risk Register as adopted by the Council on 13th February 2017.
 - ii) Fixed Assets Register reviewed on 13th February 2017.
 - iii) Complaints Procedures, as adopted by the Council on 11th November 2013.
 - iv) Freedom of Information requests, as adopted by Council on 9th June 2014.
 - v) Dealings with the press, as adopted by Council on 9th June 2014.
 - vi) Community Emergency Plan, as adopted by the Council on 13th February 2017.
 - vii) Safeguarding Children and Vulnerable Adults.
 - viii) Reserves, as adopted by the Council on 11th April 2017.
 - ix) Health and Safety, as adopted by the Council on 11th March 2013.
 - x) Grants and donations, as adopted by the Council on 9th September 2014.
 - xi) 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.
 - i) To receive Councillors assurances re undertaking to insurance company..
- 79) To confirm dates, times and place of ordinary meetings of the Council for 2017/18.
- 80) County and District Councillors reports.
- 81) Police and Neighbourhood Watch Reports.
- 82) Planning.
 - a) To consider Planning Applications (Note B).
 - i) To receive an update (if any) on application for Shepherd Huts at Bottom Pond Cottages.
 - b) To consider Planning Decisions (Note C).
 - i) To consider developments (if any) in connection with the Eastleigh local plan.
 - c) To consider enforcement matters.
 - d) To receive an update (if any) on affordable housing.
 - e) To consider general matters.
- 83) Highways.
 - a) To receive update on Hampshire Highways engineer's site inspections.
 - b) To consider any general matters.
- 84) Rights of Way
 - a) To consider any general matters.
- 85) Open spaces, Recreation and Play Grounds.
 - a) To determine need and supplier for additional benches for Recreation Ground.
 - b) .To note Helen Smith use of Play area in succession to Penni Harrison.
 - c) To consider any general matters.
- 86) Parish Hall.
 - a) To consider relationship between the Council and Parish Hall.
 - b) To consider any general matters.
- 87) 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 oral comments or written report (if available) for 2016/17.
 - c) To consider the scope of internal audit for 2017/18 onwards.
 - d) To approve Section 2, 'Accounting Statements for 2016/17' 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 2016/17.
 - f) To note increase (as per employment contract) in Clerks scale/pay rate from SCP24 to SCP25.
 - g) To consider any general matters.
- 88) To consider Clerk's Report (Note D).
- 89) To consider adherence to Code of Conduct.
- 90) Information exchange and Agenda items for next meeting.
- 91) To agree date of next council meeting (12th June 2017 at 7.30pm).

Michael Cleary
Clerk and Responsible Financial Officer.
28th April 2017
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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/17/01936/FUL	Land at Owslebury Bottom
Proposal:	Proposed agricultural storage shed.
Closing date (OPC):	11 May 2017

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

WCC and SDNP have not advised the Clerk of any planning decisions since the last meeting of the Council.

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: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> • Clerk to review boundaries; 	Clerk

In hand – search arranged and maps being reviewed.

Action: Traffic management.	By Whom:
<ul style="list-style-type: none"> • Councillor Egerton to discuss with school governors and seek their support. • Chairman to write to parents and to parishioners. 	ME/JC/ Clerk

Agreed to hold-back for time being

Action: Swing seat.	By Whom:
<ul style="list-style-type: none"> • .Clerk to acquire swing seat. 	Clerk

Awaiting second opinion: due in May

Action: Unauthorised occupation.	By Whom:
<ul style="list-style-type: none"> • Clerk to make further enquiries. 	Clerk

In hand.

Action: Staggs Lane/Morestead Road junction	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss with landowner 	Clerk

In hand

Action: Lengthsman contract	By Whom:
<ul style="list-style-type: none"> • Clerk to amend wording in contract with Lengthsman, and sign all three contracts (with HCC, with cluster parishes and with Lengthsman) on behalf of the Council. 	Clerk

Completed.

Action: .Sports Club licence	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss and complete formalities with the Club 	Clerk

Agreement sent to Club for signature.

Action: .Dragons teeth	By Whom:
<ul style="list-style-type: none"> • .Clerk to choose contractor provided cost no more than £250. 	Clerk

Tenders reviewed and S. Comley instructed.

Action: .Low lying branches	By Whom:
<ul style="list-style-type: none"> • .Clerk to choose contractor provided cost no more than £200. 	Clerk

Tenders reviewed and S. Comley instructed.