

Owslebury Parish Council

Chairman: Councillor John Chapman

7th May 2018

To Parish Councillors Paul Bowes, John Chapman, Mark Egerton, Will Martin, Roger Page, Paul Phillips and Charlotte Thomson.

You are hereby summoned to attend the Annual Parish Council meeting to be held on Monday 14th May 2018 at 8:00pm or immediately after the Annual Parish Assembly, if later in the Parish Hall, Owslebury. The agenda for the meeting is attached.

Juanita Madgwick - Clerk to the Council

AGENDA

Owslebury Parish Council Annual Meeting 14th May 2018

In the Committee Room, Parish Hall at 8pm or immediately after the Annual Parish Assembly, if later.

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.

77) **Apologies for absence.**

78) **Election of the Chairperson and Vice Chairperson for 2018/19.**

a) To note Declaration of Acceptance of Office.

79) **To note Councillors Declaration of Acceptance of Office and acceptance of the Code of Conduct.**

80) **To receive Disclosure of interests on Agenda Items.**

81) **To receive requests for dispensations for disclosable pecuniary interests (if any).**

82) **To approve the Minutes of the Parish Council Meeting held on 9th April 2018.**

83) **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.

84) **To appoint Parish Council Representatives for 2018/19 and to confirm terms of reference relating thereto (Note A).**

85) **Procedural and constitutional matters (on website and hard copy available from Clerk).**

a) To approve Standing Orders for 2018/19.

b) To approve Financial Regulations for 2018/19.

c) To confirm the following policies approved by Council at previous meetings:

i) Risk Register as adopted by the Council on 13th January 2018.

ii) Fixed Assets Register reviewed on 9th April 2018.

iii) Complaints Procedures, as adopted by the Council on 11th May 2015.

iv) Freedom of Information requests, as adopted by Council on 9th June 2014.

v) Dealings with the press, as adopted by Council on 8th May 2017.

vi) Community Emergency Plan, as adopted by the Council on 8th January 2018.

vii) Safeguarding Children and Vulnerable Adults adopted by the Council on 8th May 2017.

viii) Health and Safety, as adopted by the Council on 12th June 2017.

ix) Grants and donations, as adopted by the Council on 8th May 2017.

x) Recruitment, as adopted by the Council on 8th May 2017.

d) To receive a report from the Clerk on insurance arrangements for all insured risks.

86) **To confirm dates, times and place of ordinary meetings of the Council for 2018/19.**

87) **County and District Councillors reports.**

88) **Police and Neighbourhood Watch Reports.**

89) **Planning.**

a) To consider Planning Applications (Note B).

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 consider concerns in relation to future development of Matterley Bowl

e) To consider general matters.

90) **Affordable housing comment**

a) To consider reply to Hastoe email

b) To consider a WCC council officer to come to a future meeting to discuss affordable housing

91) **Highways**

a) To receive update on a recent meeting with Hampshire Highways.

b) To note proposed work to be undertaken on Whaddon Lane ditch.

c) To consider any general matters.

92) **Rights of Way**

a) Red Lane gate post damage.

b) To consider any general matters.

93) **Open spaces, Recreation and Play Grounds.**

a) To receive an update on the Commemoration Stone.

b) To consider measures to mark the boundary of Stagg Gate pond

c) To consider any general matters.

94) **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 2017/18.

- c) To consider the scope of internal audit for 2017/18 onwards.
- d) To approve Section 1, 'Annual Governance Statement 2017/18 of the 'Annual Governance and Accountability Return 2017/18'
 - i) To note the review of internal control (Minute 72/18 (b))
 - ii) To approve the Annual Governance Statement and authorise the Chairman to sign the statement on the councils behalf.
- e) To approve section 2 'Accounting Statements 2017/18' of the Annual Governance and Accounting Return 2017/18 and to authorise the Chairman to sign the statement on the councils behalf.
- f) To note the RFOs comments on the accounting Statement on 2017/18.
- g) To authorise the Clerk to serve the agenda & summons via email to the councillors.
- h) To consider any general matters.
- i) To note the purchase of new printer and to authorise disposal of the old printer.

- 95) **To consider Clerk's Report (Note D).**
- 96) **To consider adherence to Code of Conduct.**
- 97) **To consider the Parish Workshops being held by SDNP.**
- 98) **Information exchange and Agenda items for next meeting.**
- 99) **To agree date of next council meeting (11th June 2018 at 7.30pm).**

Juanita Madgwick
Clerk and Responsible Financial Officer.
7th May 2018
07882 375996

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.

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| SDNP/18/01693/HOUS | Bressay Main Road Owslebury Winchester Hampshire SO21 1LN |
| Proposal: | Single Storey Rear Extension, 2 storey side extension and associated alterations |
| Closing date (OPC): | 18th May 2018 |

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| SDNP/18/01686/HOUS | Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY |
| Proposal: | Construction of front boundary wall 2 meters in high |
| Closing date (OPC): | 18th May 2018 |

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| SDNP/18/01687/HOUS | Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY |
| Proposal: | Construction of double garage with home office above |
| Closing date (OPC): | 18th May 2018 |

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| SDNP/18/01683/HOUS | Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY |
| Proposal: | Alterations and additions including raising of the roof to provide additional first floor accommodation |

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| Closing date (OPC): | 18th May 2018 |
| SDNP/18/02269/HOUS | 1 Bottom Pond Cottages, Morestead Hill, Morestead, Winchester Hampshire SO21 1JE |
| Proposal: | Two storey front extension with minimal internal changes |
| Closing date (OPC): | 29th May 2018 |
| SDNP/18/02270/LIS | 1 Bottom Pond Cottages, Morestead Hill, Morestead, Winchester Hampshire SO21 1JE |
| Proposal: | Two storey front extension with minimal internal changes |
| Closing date (OPC): | 29th May 2018 |
| SDNP/18/02277/HOUS | Victoria Park, Baybridge Lane, Owslebury, Hampshire, SO21 1JN |
| Proposal: | Development of two detached, ancillary garages, including home office, and garden fountain feature |
| Closing date (OPC): | 30th May 2018 |
| SDNP/18/02244/HOUS | Morestead Grange, Morestead Hill, Morestead, Winchester, Hampshire SO21 1LZ |
| Proposal: | Single storey extension |
| Closing date (OPC): | 1 st June 2018 |

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

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| SDNP/18/00712/FUL | Marwell Wildlife, Thompsons Lane, Owslebury, Hampshire, SO21 1JH |
| Proposal: | Refurbishment and extension of existing toilet block and renewal and relocation of play area. |
| Outcome | Approved |
| SDNP/18/00983/FUL | Baybridge Park, Baybridge Lane, Owslebury, Hampshire, SO21 1JN |
| Proposal: | Erection of stable block |
| Outcome | Approved |
| SDNP/18/00988/FUL | Longfields, Whites Hill, Owslebury, Winchester, Hampshire, SO21 1LT |
| Proposal: | Proposed change of use of existing detached building (ancillary to dwelling) to use for holiday letting accommodation with associated parking. |
| Outcome | 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.

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| Action: DBC check | By Whom: |
| <ul style="list-style-type: none"> Clerk to arrange for contractor to undertake DBS check and Council to pay costs involved. | Clerk |

In hand – for next season

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| Action: Parish Hall Advisory Committee. | By Whom: |
| <ul style="list-style-type: none"> Clerk to set-up and prepared preliminary list of issues | Clerk |

OPHMC to consider revisions to current constitution. Cttee 'on hold'

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| Action: Whaddon Lane ditch. | By Whom: |
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| <ul style="list-style-type: none"> • Clerk to discuss with HH removal of mud. • Clerk to make enquires of Marwell Wildlife re ownership of ditch | Clerk |
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Overtaken by Hampshire Highways. Major capital work included in 2018/19 budget to improve drainage.

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| Action: Local transport services. | By Whom: |
| <ul style="list-style-type: none"> • Council to consider other transport options. | Clerk |

Awaiting outcome of HCC review

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| Action: Positioning of signs. | By Whom: |
| <ul style="list-style-type: none"> • Clerk to discuss with HH positioning of signs at Longwood Road junction and Portsmouth/Hurst Lane. | Clerk |

Will include on agenda for next face to face meeting.

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| Action: Hilly Close residents parking. | By Whom: |
| <ul style="list-style-type: none"> • District Councillor Ruffell to provide name of WCC officer for further discussion | District Cllr Ruffell |

Awaiting information from District Councillor Ruffell.

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| Action: HGV signage | By Whom: |
| <ul style="list-style-type: none"> • Councillors/Clerk to consider need/cost re better signage to local businesses. | Clerk |

Outstanding

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| Action: Valued trees | By Whom: |
| <ul style="list-style-type: none"> • Clerk to issue OIS notice. • Clerk to investigate TPOs for groups of trees on specific sites. • Chairman to consider advisory group membership. | Clerk Clerk Chairman |

On agenda for meeting

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| Action: Red Lane | By Whom: |
| <ul style="list-style-type: none"> • Chairman and Clerk to investigate likelihood of HCC grant • Clerk to investigate 'clear-up' order re adjoining piece of land • Clerk to investigate ownership re neighbouring piece of land. | Chairman / Clerk |

In-hand.

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| Action: Playground. | By Whom: |
| <ul style="list-style-type: none"> • Clerk to update planned programme of work | Clerk |

In-hand for May or June meeting.

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| Action: Communities against Noise and Speed | By Whom: |
| <ul style="list-style-type: none"> • Clerk to invite Chairman to the June of July Council meeting. | Clerk |

In-hand for June or July meeting

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| Action: HALC | By Whom: |
| <ul style="list-style-type: none"> • Clerk to bring forward to a future meeting proposed charter' between WCC and parishes. | Clerk |

In-hand for future meeting