

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
12th MARCH 2018  
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman (Chairman).

Parish Councillors: Mark Egerton, Roger Page, Paul Phillips, Will Martin, Gerry Tull.

**IN ATTENDANCE.**

District Councillor Laurence Ruffell (left after item 46/18(b)).

Clerk and Responsible Financial Officer (RFO) Michael Cleary.

7 members of the public were present (6 left after item 41/18).

**38/18 APOLOGIES FOR ABSENCE.**

Parish Councillor Paul Bowes

**39/18 DISCLOSURE OF INTERESTS ON AGENDA ITEMS.**

Councillor Phillips noted his personal interest (as a neighbour) in a planning application in relation to Pitcot Farm. Councillors Chapman, Martin, Egerton and Phillips noted their personal interest (as acquaintances of the owners) in a planning application in relation to Longfields.

**40/18 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 12<sup>th</sup> February 2018, and the Council **Resolved** they were true records.

**41/18 PUBLIC QUESTIONS AND COMMENTS.**

The owners of Longfields commented on their planning application for the replacement of a 40 year old out-building with a holiday home. Amongst other comments they noted they had sought the advice of SDNP and Holidays UK and had instructed arboriculture impact specialists. The proposed access route was felt to be fit for purpose with minimal impact on the surrounding countryside. They accepted that any planning consent would be subject to limitations to ensure the home was used only for short term holiday lets. They responded to questions from councillors.

The agent for the owners of Pitcot Farm commented on the planning application for a temporary workers dwelling. The Highways officer and Landscape officer had not raised any objections, and permission was being sought for a three year period in order for the owner to demonstrate a viable agricultural business. He responded to questions from councillors.

**42/18 COUNTY AND DISTRICT COUNCILLOR REPORT.**

In addition to his report circulated to councillors prior to the meeting (Appendix 1), District Councillor Ruffell noted:

- a) the main reasons for the increase in the 2018/19 Council Tax for Winchester District;
- b) his discussions with Planning officers, at the request of the Council, in relation to a planning application for Bottom Pond Cottages. There were a number of issues involved and it was probable a revised application would be put forward shortly;
- c) he noted the concerns of certain councillors that advantage may be taken of the opportunity to convert redundant offices into housing. Councillors commented that requests for B1(a) – offices – designation should be treated with caution;
- d) changes in planning regulations would enable up to five homes to be built on the site of a redundant agricultural building, rather than the present three homes;
- e) public concerns relating to developers using loopholes to reduce the number of affordable homes. The matter was not a new one and WCC would continue to pay close attention to the issue when reviewing applications put forward by developers.

**43/18 SOUTHERN PARISHES.**

Councillor Phillips reported on his attendance at a recent meeting of the Southern Parishes. The main issue affecting all parishes was traffic speed and the group proposed the setting-up of a Speed Care Group to

operate across the parishes with volunteers drawn from the parishes. He also noted the Police had determined the Speed Care initiative could only be operated in 30mph zones, and not in 40mph zones such as the relevant stretch on the Morestead Road. There was also a presentation on waste collection/fly tipping. Much progress had been made in reducing fly tipping and grants would now be available for parishes wishing to install surveillance cameras.

**44/18 ELECTIONS TO SOUTH DOWNS NATIONAL PARK AUTHORITY.**

Councillors noted the importance of the role in representing parishes on the SDNP Board. However the time and travel commitments were such that no one felt they could undertake such a role at the present time. Councillors asked Councillor Phillips to discuss with the Southern Parishes group whether councillors from other local parishes would be standing for election and, if so, whether there was a favoured candidate(s).

Action: SDNP election	By Whom:
<ul style="list-style-type: none"> <li>Cllr Phillips to discuss with the Southern Parishes group at its next meeting.</li> </ul>	Cllr Phillips

**45/18 POLICE & NEIGHBOURHOOD WATCH REPORT.**

There was no report from the Police. The Clerk noted the Police UK website included a violent or sexual assault near to Marwell Wildlife Park in January.

**46/18 PLANNING**

a) **Planning applications.**

SDNP 18/00988/FUL	Longfields, Whites Hill
Proposal:	Proposed change of use of existing detached building (ancillary to dwelling) to use for holiday letting accommodation with associated parking
Deadline for comments	22/03/18

The Council **Resolved**, unanimously, it had no objection in principle to the application subject to an Environmental assessment being undertaken and the related recommendations being implemented. The conditions of consent should include conditions restricting the use of the holiday home to specific periods, and a prohibition on the dwelling being used for permanent occupation or for sale as a separate home.

SDNP/18/00939/CND	The Matterley Estate Alresford Road Ovington Alresford
Proposal:	Variation of Conditions 2, 9, 10 and 11 on planning consent SDNP/15/06486/FUL
Deadline for comments	20/03/18

Councillors noted the comments in the planning application as to the reasons for the proposed variation in the conditions relating to an earlier application (SDNP 15/06486/FUL). However councillors felt an earlier undertaking, as part of the 2016 temporary planning permission, still required to be discharged - in 2016 temporary planning permission was granted to 31/12/19 "to allow the impact of the additional number of attendees to the music festival event on the amenities of the area and the special qualities and enjoyment of the South Downs National Park to be reviewed." Accordingly the Council **Resolved**, unanimously, that it would be imprudent for SDNP to allow variations in the planning conditions until all the related undertakings given in previous applications had been discharged to the satisfaction of SDNP.

SDNP/18/00771/FUL	Pitcot Farm Pitcot Lane
Proposal:	Application for the retention of a Temporary Agricultural Workers dwelling
Deadline for comments	15/03/18

The Council **Resolved**, unanimously, that it had no objection in principle to the application on the strict understanding the conditions of consent would include the usual three year time limit for the applicant to demonstrate he had a viable business. Councillors emphasised the need at the end of the three year time limit for a thorough review of the viability of the business, and for the temporary home to be removed from the site if such review casts any doubt on the sustainability of the business.

SDNP/18/00712/FUL	Marwell Wildlife Park, Thompsons Lane
Proposal:	refurbishment and extension of existing toilet block and renewal and relocation of play area
Deadline for comments	21/03/18

Councillors has no comments to bring to the Planning Officer's attention.

SDNP/18/00983/FUL	Baybridge Park, Baybridge Lane
Proposal:	Erection of stable
Deadline for comments	23/03/18

The Council **Resolved**, unanimously, that the Planning Officer should require a thorough environmental assessment to be undertaken, and also a landscaping assessment so as to protect a near-by area of outstanding natural beauty. The conditions to planning consent should include a restriction such that the stables could only be used for private purposes. In the event the Planning officer is minded to approve the application without the need for a thorough landscaping review, the Council would wish the matter to be referred to the Planning Committee on the grounds the application may contravene Strategic Policy SD4 (Landscape Character conserve and enhance landscape character) of the draft SDNP Local Plan.

SDNP/18/01115/CND	Belmore Hill Court, Belmore Lane
Proposal:	Variation of condition 2 of old planning application W02293/9
Deadline for comments	03/04/18

The Council deferred consideration of the application until its next meeting.

**b) Planning decisions.**

The Clerk noted he had not been informed of any planning decisions by SDNP since the last Council meeting.

**c) Enforcement matters.**

The Clerk noted a recent report by Enforcement on the 'open' cases in the parish. He was awaiting further information on the Dundee Down Farm case involving an alleged construction of a building without planning permission.

**d) Eastleigh Borough Council (EBC) local plan.**

The Chairman updated the Council on recent developments in connection with the emerging Eastleigh local plan. He noted the likely timescale involved, and a recent meeting of local parishes with George Hollingbery MP. The next stage in the work to protect the area from inappropriately sited housing developments would involve the raising of substantial funds to pay for legal, traffic management and planning advice. He hoped the Owslebury community would be able to raise £10,000 as its contribution to the £75,000/£100,000 required by the cross-parish Action against Destructive Development group (ADD) which was leading the campaign. The Council **Resolved** unanimously to give its approval to an appeal for funds from parishioners (under Section 139 LGA 1972); such funds would be ring-fenced by the Council and released to ADD only when the Council felt in appropriate to so do in the interests of parishioners.

**47/18 HIGHWAYS.**

**a) Extreme weather.**

The Council noted with thanks the contribution of Hampshire Highways and Paul Pritchard to the clearing of snow and ice in Main Road and side roads during the recent extreme weather.

**b) Planning for extreme weather.**

Councillors felt the Council's reaction to the recent extreme weather was appropriate and there was no need for any material changes, at this stage, to its emergency procedures.

**c) Traffic Advisory Group (TAG).**

Councillor Martin noted he would be convening a meeting of the TAG shortly and would update the Council in due course.

Action: Traffic Advisory Group	By Whom:
<ul style="list-style-type: none"> <li>Cllr Martin to update Council following first meeting of the Group</li> </ul>	Cllr Martin

**d) Valued trees.**

The Clerk noted the remote prospect of the Council being able to obtain 'conservation' status for the village as a whole. Councillors considered the alternatives, particularly in the light of SDNP's policy to protect the landscape of the National Park. Councillors asked the Clerk to advise parishioners via the Owslebury Information Service of the Council's intention to take steps to protect valued trees, notably Yew, Oak and Ash, and to investigate the possibility of securing tree protection order for groups of trees on specific sites. The Chairman noted he would be considering the setting-up of an advisory group to identify the sites involved, and would bring specific proposals to the Council in due course..

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

**e) Litter Pick.**

Councillor Martin noted the outcome of the litter pick. The number of volunteers was less than that in the previous year but they had been successful in collecting many bags of litter. Litter in the lanes appeared to be slightly less than in previous years.

**f) Overgrown hedge.**

A Councillor noted the need for a hedge on a narrow stretch of Main Road to be cut back.

Action: Overgrown hedge.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to contact homeowner concerned</li> </ul>	Clerk

**48/18 RIGHTS OF WAY.**

The Chairman noted the outcome of an on-site meeting he and Councillor Page had had with the owner of part of the land at Red Lane. The owner had been cooperative and agreed to consider ‘opening-up’ the area around the path so as to allow better ventilation/drying out. The Chairman noted he and the Clerk would investigate the possibility of securing a grant from HCC for improving the path. The Chairman asked the Clerk to investigate the ownership of the remaining part of the land, and for a clear-up order in relation to nearby land.

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

**49/18 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

a) **Staggs Gate Pond.**

The Clerk and Councillor Tull updated the Council on their recent review of the boundaries of the pond (common land under the protection of the Council). Councillors agreed boundary markers should be installed subject to any contrary advice from HALC. A warning sign should also be placed at the site.

Action: Staggs Gate Pond	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to request advice from HALC before arranging for boundary markers and relevant signage.</li> </ul>	Clerk

b) **Playground inspection report.**

The Clerk reported the Hilly Close playground had been inspected by The Play Inspection Company (appointed by WCC). Overall the playground continued to be rated as ‘low risk’. The inspector had commented on a number of matters which required monitoring or remedial work over the medium term, and the Clerk would be considering the matters with the new Clerk who would update the proposed programme of work and report to the Council at its May meeting.

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

**50/18 FINANCE, ADMINISTRATION AND STATUTORY.**

a) **Payments and receipts.**

The Council **Resolved**, unanimously, to approve the following payments and authorised any two of the four approved signatories (Councillors Chapman, Phillips, Bowes and Martin) to authorise electronic payments as necessary.

Voucher	Amount (£)	Payee	Purpose	
<b>PAYMENTS</b>				
91	100.00	Owslebury Seniors Club	S137 grant (Minute 34/18)	Electronic
92	200.00	Age Concern Mid-Hants	S 137 grant (Minute 34/18)	Electronic
93	200.00	Morestead Church	S137 grant (Minute 34/18)	Electronic
94	1756.80	Premiere Grounds & Maintenance	Lengthsman 4 qtr costs (VAT £292.80) – covered by ring-fenced reserves.	Electronic
95	38.65	OPHMC	Feb room bookings	Electronic
96	282.80	M Cleary	Clerk’s net pay February	Electronic
97	188.00	HMRC	February PAYE	Electronic
98	37.75	M Cleary	February expenses (stationery £18.96+VAT £3.79), maintenance £15)	Electronic
99	44.95	WCC	Play Equipment inspection	Electronic

**Receipts**

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
15.00	Penni Harrison	Use of play area February	Electronic

**b) March payments.**

The Council noted the financial year end requirements and **Resolved** unanimously to authorise Councillors Chapman and Phillips to approve routine payments before the April Council meeting. Such payments would be reported at the April meeting.

**c) Bank mandate.**

The Council **Resolved** unanimously to authorise Juanita Madgwick to access the bank accounts with Lloyds Bank and to remove Michael Cleary with effect from the appointment of Juanita Madgwick as Clerk and RFO on 2<sup>nd</sup> April 2018. All payments would continue to require the approval of three authorised signatories.

**d) Handover arrangements to new Clerk and RFO for April.**

The Council noted the current Clerk and RFO would assist the new Clerk and RFO, Juanita Madgwick, during April taking on the role of Assistant Clerk and RFO. He would leave the Council's employment at the end of April but would be available to assist as necessary during May.

**e) Ring-fenced reserve: The Great War and D-Day Landings.**

The RFO noted there was a small remaining balance of £248 in the ring-fenced reserve. Councillors asked the RFO to consider whether the funds could be used for events or projects linked to the commemoration.

Action: Commemoration reserve	By Whom:
<ul style="list-style-type: none"> <li>Clerk to consider suitable events or projects eg repairs to the Commemoration stone.</li> </ul>	Clerk

**f) Lengthsman**

The RFO noted the balance on the ring-fenced Lengthsman account (£240) would be transferred to the new lead council, Otterbourne, for the 2018/19 scheme after the April council meeting.

**51/18 CLERK'S REPORT.**

The Council noted the Clerk's report (Appendix 2).

**52/18 ADHERENCE TO CODE OF CONDUCT.**

There were no matters the Chairman wished to discuss with the Council.

**53/18 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

There were no specific matters councillors wished to include on the April agenda other than those noted above.

**54/18 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next meeting of the Council would be held on 9<sup>th</sup> April 2018 commencing at 7.30pm in the Parish Hall. Consideration of the date of the Annual Parish Meeting was deferred until the April meeting.

**55/18 CONFIDENTIAL BUSINESS.**

The Chairman and Clerk noted the matter in question had been withdrawn from the agenda.

The meeting closed shortly before 9.30pm.

Chairman ....John Chapman.....Date: 9<sup>th</sup> April 2018

**APPENDIX 1: DISTRICT COUNCILLOR RUFFELL'S MARCH REPORT.**

Just to let you know that the 2018 grass cutting programme is due to start beginning of March.

Like me you have probably noticed that the grass has started growing already but...the ground conditions are somewhat soggy after all of the rain we have been having over the last few weeks So the normal procedure will apply and crews will make an assessment on a site by site basis as to whether it is possible to go onto the ground to cut the grass without ruining the site by digging into the top surface As a result there may be cases where areas get omitted on this cut so please bear this in mind.

**Strategic Housing and Economic Land Availability Assessment (SHELAA) 'Call for Sites' launched**

To inform the pending Winchester Local Plan Review, a 'Call for Sites' has been launched – referred to as the Strategic Housing and Economic Land Availability Assessment SHELAA . The purpose is to request organisations and individuals who have a parcel of land that they wish to be considered for potential development through the local plan process, to submit details to us by Friday **6 April 2018**.

<http://www.winchester.gov.uk/planning-policy/evidence-base/housing/shlaa-strategic-housing-land-availability-assessment>

The SHELAA will replace the existing SHLAA (Strategic Housing Land Availability Assessment) and it will up date all details with regard to land availability that will feed into the local plan process. Land included within the SHELAA does not equate to an allocation in the local plan or that the site will be granted planning permission. This exercise will provide the Council with information on which to progress consideration of locations of potential growth to explore through the local plan review.

**At the Budget setting Council** meeting on the 22nd February the Council agreed an increase in the WCC Council tax schedule of 2.9% which is from last year £134.99 to £138.92 for a Band D property. Winchester city council looks after:-

**5000+ council Houses plus New build and 8000 Tenants. Planning. Waste Collection. Licensing. Landscape and grass cutting.**

**The Local Government Association** claims there is more than 400,000 plots with planning permission which remain un-built. But that's only half the story, on average it takes 1.7 years to complete the post-application phase after permission is granted. And this goes to 3.2 years for sites of 150 homes or more. Pre-commencement conditions, Section 106 agreements, and a lack of planning department resources are the primary causes of the delay.

**Winchester City is introducing kerbside Glass Collection.**

As part of its commitment to helping residents create a more environmentally-friendly district. Winchester City Council has agreed at the Budget Setting Council Meeting on the 22<sup>nd</sup> February to start monthly kerbside glass collection service as soon as possible for all households as part of the revised specification for its waste collection contract which is currently being prepared.

Increasing recycling levels are part of the City Council's aim to improve the quality of the District's environment, along with the protection and enhancement of open spaces and the reduction of harmful emissions.

**Cllr Laurence Ruffell**

**APPENDIX 2: CLERK’S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.**

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

**In hand – for next season**

Action: Benches	By Whom:
<ul style="list-style-type: none"> <li>Cllr Tull to provide bench</li> </ul>	Cllr Tull

**Defer for time being**

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

**OPHMC to consider revisions to current constitution. Cttee ‘on hold’**

Action: Whaddon Lane ditch.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with HH removal of mud.</li> <li>Clerk to make enquires of Marwell Wildlife re ownership of ditch</li> </ul>	Clerk

**Request made to HH again. Marwell may be able to assist but no progress to date. Best, now, to take up face to face with HH at Spring meeting**

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

**Awaiting outcome of HCC review**

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

**Request made to HH; no response for months. Will include on agenda for next face to face meeting.**

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

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

**Outstanding**