

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON 12<sup>th</sup> April 2021**

**COMMENCING AT 7:00 PM *VIRTUALLY VIA ZOOM***

**PRESENT.**

Parish Councillor John Chapman (Chair)

Parish Councillors: Paul Bowes, Mark Egerton, John Foster, Will Martin, Roger Page and Paul Phillips (Vice Chair),

**IN ATTENDANCE.**

Responsible Financial Officer (RFO) Juanita Madgwick

District Councillor Laurence Ruffell

District Councillor Hugh Lumby

1 Member of the public was present.

**41/21 APOLOGIES FOR ABSENCE.**

County Councillor Rob Humby

**42/21 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

There were not disclosures of interest.

**43/21 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 8<sup>th</sup> March 2021, and the Council **Resolved**, unanimously, they were a true record.

**44/21 PUBLIC QUESTIONS AND COMMENTS.**

**Planning:**

The Planning applicant for the Homeland application had circulated a report to the Councillors before the meeting (Appendix 1), which they read out to the Councillors.

The Councillors had several questions which they asked the applicant.

**45/21 DISTRICT & COUNTY COUNCILORS REPORT.**

**COUNTY COUNCILLORS REPORT**

The County Councillor was not present therefore there was no report.

**DISTRICT COUNCILLORS REPORT**

District Councillors Ruffell & Lumby commented on the District Councillors Report (Appendix 2) had been circulated to councillors before the meeting.

The Chairman noted that he had received an email from the ADD committee to oppose the extension to the runway at Southampton Airport, the Chairman asked to pend this to a future meeting.

District Councillor Ruffell noted that the runway extension for Southampton Airport had been approved by Eastleigh Borough Council. He also noted that the District Councillors go to regular monthly meetings on the J9 M3 renovation.

**46/21 CSO REPORT**

The CSO Report (Appendix 3) had been circulated to the Councillors before the meeting.

**47/21 BROADBAND**

The Chairman gave an update on the Broadband situation. The Parish Council are still waiting to hear from Openreach as the application should be in the next round, and should be going ahead. The Parish Council are ever hopeful that they will hear from Openreach soon.

**48/21 PLANNING**

**a) Planning Applications:**

SDNP/21/01075/FUL	Homelands Longwood Road Owslebury Winchester Hampshire SO21 1LL
Proposal	Erection of wooden shed/garden room on allotment less than 40sqm.
PC Comment	<p>Owslebury Parish Council is most concerned with this planning application as they feel that there is a lot of information missing from the application and the Parish Council do not fully understand all the details of the proposal and the ramification they may have on the sports field and the neighbours.</p> <p>The Parish Council oppose this application on the adverse visual impact of a building in this location, the Parish council feel that 40sq metres is too big for the site</p> <p>The Parish Council would like to request a site meeting with the planning department, district Councillors and the applicant as soon as possible to clarify the proposal.</p> <p>If the Planning Department is likely to recommend acceptance, then the PC requests the application is taken to the Planning Committee, where the PC would want to present its concerns.</p>

**b) Planning Decisions:**

There were no planning decisions made.

**c) Enforcement**

It was noted that there is a possible planning breach at the Farm in Baybridge Lane. There is an issue with light pollution in the menage. The Chairman asked Cllr Egerton to speak to the owners on this issue before going to the enforcement department.

It was noted that there is a possible planning enforcement breach where Yew Trees have been felled in the grounds of a listed building, although the trees do not have a TPO, consent should be gained due to the trees being on the grounds of a listed building plus it is nesting season. The Councillors asked the Clerk to contact the planning enforcement department.

Action:	By Whom:
To contact planning enforcement on the felling of trees	The Clerk

#### d) General Matters

##### Lanbourn Living:

The Clerk noted that Lanbourn Living had been in contact with her requesting a meeting with the Council. It was noted that the Clerk in consultation with the Councillors declined a meeting with them, however the District Councillors had met with them to discuss a possible housing development in Thompson Lane. The District Councillors noted that they wanted to build eco-friendly houses however no pre or planning application has been applied for yet.

##### Outstanding Planning Applications:

Councillor Phillips asked if there were any updates on the outstanding planning applications. The Clerk noted that she had not had a response from the planning department. District Councillor Ruffell would ask the planners and report back to the Council at the next meeting.

Action:	By Whom:
To receive an update on the outstanding planning applications	District Councillor Ruffell

#### 49/21 HIGHWAYS

##### a) Beech Grove Pathway Improvements

Cllr Bowes and Foster gave an update on the recent meeting with Hampshire Highways on the pathway improvements at Beech Grove, Hampshire Highways proposed to remove a section of the garden at the end of the path to make it into a pavement so that the pavement would end in the village hall car park and not straight onto the road as it is currently, safety barriers would be erected at the bottom of the path so it would direct people around onto the new path towards the village hall.

The Clerk noted that the approx cost to implement this project would be £13,000.00. The Clerk noted that the Council should look into funding for this project and contact SDNP, WCC, HCC for funding support.

The Councillors asked the Clerk to write to the school regarding this project to see if there is any funding through the education department.

The Council **Resolved** unanimously to start this project.

Action:	By Whom
To start the Beech Grove project	The Clerk

##### b) General Matters

The Clerk asked if the data is being downloaded from the SLR sign as this information would be of use to gaining funding for the Beech Grove project. A Councillor noted that a resident was currently doing this and to contact them for the information.

Action:	By Whom:
To contact resident on data from SLR sign	The Clerk

#### 50/21 RIGHTS OF WAY

##### a) To consider the Countryside Code/ Dog Walkers

The Councillors asked the Clerk to pend this to May's meeting.

The Councillors asked the Clerk to OIS the Countryside Code.

Action	By Whom:
To OIS the Countryside Code	The Clerk

**b) General Matters**

The Clerk noted that the way markers had been received which will be distributed around the village and the fingers post at the Glebe had been fixed.

**51/21 OPEN SPACES, RECREATION & PLAYAREA**

**a) To consider the renewal of the licence agreement with Owslebury Sports Club**

There was discussion with the Council on the renewal of the licence agreement with the Sports Club. The Council asked Cllr Egerton to contact the Chairman of the Sports Club to see if the club would like to renew the agreement.

Action:	By Whom:
To contact the Chairman of the sports club to see if they would like to renew the licence agreement.	Cllr Egerton

**b) To consider the playground inspection**

The Clerk had circulated the Playground inspection before the meeting. The Clerk strongly urged the Council to replace the matting under the basked swing and see-saw, replace the sign with the site name and address and replace the basketball hoop.

The Council asked the Clerk to gain quotes for these repairs.

Action:	By Whom:
To gains quotes for the playground repairs	The Clerk

**c) To consider the Great British Spring Clean**

The Council **Resolved** unanimously not to take part in the Great British Spring Clean, due to COVID and because it is nesting season, they would organise one next year COVID permitting. A Councillor noted that Owslebury had a fantastic litter picking group, which the Council asked to promote on the OIS

**d) To consider Tree Preservation Orders**

The Clerk noted that she had contacted WCC regarding setting up TPO's on trees around the village but had not had a response yet. The Clerk noted that she would update the Council at the next meeting.

After some discussion the Council felt it would be a good idea to try to recruit tree wardens in the village and split the village into areas for tree wardens to cover. The Council asked the Clerk to put out an OIS to as for residents to put themselves forward to be tree wardens.

Action:	By Whom:
To put out an OIS for Tree Wardens	The Clerk

**e) General Matters**

The Council asked the Clerk to contact the Dog Warden at WCC as there was concern regarding a tethered dog in the village.

Action:	By Whom:
To contact the Dog warden regarding a tethered dog	The Clerk

**Sports Field**

The Councillors noted that there had been some anti-social behaviour on the sports field and several cars had been seen parking there in the evening. Therefore the Councillors proposed a gate to be installed at the sports field. The Councillors asked the Clerk to pend this to May's meeting.

The Councillors noted that the 'No Golf/ No Horse riding' sign at the sports field needed to be replaced and proposed that it be replaced. The Council **Resolved** unanimously to replace the sign and asked the Clerk to order a new sign.

Action:	By Whom:
To replace the sports field sign	The Clerk

**39/21 FINANCE, ADMINISTRATION AND STATUTORY MATTERS**

**a) Payments & Receipts**

The Council **Resolved** unanimously to approve the following payments and authorised the Chairman, Councillor Phillips or Councillor Martin to authorise the electronic payments as necessary.

**Payments:**

<b>PAYMENTS</b>	<b>Amount (£)</b>	<b>Payee</b>	<b>Payment Type</b>
116	36.19	IONOS - Domain & Extended Support	DD
117	240.00	Friends of Owsbury School - Grant to OMCA Minute	
118	10.98	Amazon - Ink Cartridge	CC
119	8.87	Amazon - Stationary	CC
120	109.40	HMRC	
121	438.40	Clerks Salary March 21	
122	69.25	Clerks Expenses March 21	
123	20.00	Chairmans Expenses Q4	
124	44.95	WCC Playground Inspection	
125	648.41	Swanmore PC (CSO )	
126	7.19	SSE (Street Lights)	
127	110.00	Steve Comley (Grass Cutting March)	

### Receipts:

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
29	25.00	Mobile Chq (Xmas Llights)	
30	50.00	Mobile Chq (Xmas Llights)	
31	20.00	Mobile Chq (Xmas Llights)	
32	100.00	Mobile Chq (Xmas Llights)	
33	10.00	Mobile Chq (Xmas Llights)	
34	20.00	Mobile Chq (Xmas Llights)	
35	20.00	Mobile Chq (Xmas Llights)	
36	20.00	Mobile Chq (Xmas Llights)	
37	10.00	Mobile Chq (Xmas Llights)	
38	15.00	Mobile Chq (Xmas Llights)	
39	25.00	Mobile Chq (Xmas Llights)	
40	100.00	Mobile Chq (Xmas Llights)	

#### **b) To approve Section 1 of the Annual Governance and Accountability Return 2020/21**

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk (Appendix 4). The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR.

##### **i) To note the review of internal control (minute 39/21 (b))**

The Council noted the discussion on why OPC should sign Section 1 of the AGAR and supporting comments from minute 39/21 (b)).

##### **ii) To Approve Section 1 'Annual Governance Statement for 2020/21**

The Council **Resolved** unanimously to approve Section 1 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement on the Councils behalf.

#### **c) To note the RFO's financial estimate of outcome for 2020/21**

The Council noted the RFO's summary of the outturn for 2021/21 and the main reasons for the variances against budget. The Council had operated well within its budget.

#### **d) To approve the level of reserves held at 31<sup>st</sup> March 2021**

The Council noted the RFO's comments on the type and level of reserves held at 31st March 2021 and **Resolved** unanimously to approve the level of reserves held at 31<sup>st</sup> March 2021. The Council considered each of the ear-marked reserves and was satisfied the reserves were required for the purposes stated, and were not excessive. The Council considered the level of the General reserve and considered it was sufficient to deal with unexpected expenditure during the year.

#### **e) To review the fixed assets register and accounting policy**

The Council noted the RFO's summary of fixed assets, including the related accounting policy, and was satisfied it reflected all the assets of the Council.

## **53/21 INFORMATION EXCHANGE**

### **Marwell Zoo:**

The Chairman noted that he and the Clerk had received an email from Marwell Zoo asking for help in putting together a Heritage Lottery Fund bid for some environmental and conservation work they plan to carry out. The Chairman asked if any Councillors would be interested in looking at the application and liaising with Marwell Zoo and looking into ecology reports on planning applications, Councillors Bowes, Martin & Egerton put themselves forward to form a small ecology sub group.

## **54/21 TO AGREE A DATE FOR THE ANNUAL PARISH ASSEMBLY AND MEETING**

The Council agreed to hold the Annual Parish Assembly and Annual Parish Meeting on Thursday 6<sup>th</sup> May **virtually via Zoom**.

The meeting closed at 9:05pm

Chairman:      John Chapman                      Date: 06/05/21

## Appendix 1 – Homelands Report

### Planning information for Allotment Hut for Owselbury Parish Council.

I was fortunate to buy Homelands in December 2019 after looking for a property that I could create a sustainable home. The property came with a small additional thin plot of land adjacent to the football/cricket pitch. This is the area that I would like to redevelop and it has been exciting to see the regrowth of the raspberries and the other plants, as well as re-emergence of butterflies and insects.

The hut that I would like is from Skinners as they make it to measure. It means I can have the door looking down the allotment. This can be created to the size allowed. The planning permission told me that the smallest I could do was 40 square meters. Please find below the email from South Down's Planning on 27<sup>th</sup> of October 2020:

***'The fee for this application is dependent on the gross floor space of the proposed shed. If no more than 40sqm then the fee is £234.00, more than 40sqm but less than 75sqm would be £462.00.'***

I am quite happy with a smaller hut; it was only that this was the smallest size I could apply for was 40 square meters. Anything will do and it can be made to size. This is the type of hut but I will not have windows overlooking the cricket pitch.



I would like to keep my collection of wildlife, nature and eco books in the small hut/wooden building is and store the seeds for planting. The building that I have

researched and chosen is a sustainably built structure that does not use concrete underneath.

So far, I cleared the land of rubbish and debris, much of what was old oil tanks, plastic and glass bottles, plastic and metal sheeting, broken wheelbarrows and debris. A mini digger cleared the rest of the debris.



Wattle beds: Wattle beds have been created for the vegetables with wildflowers grown in-between. This is a winter shot and we would like to put these on the allotment. It is all organic.

Water butts to collect rainwater: However, this has not been very successful on the allotment and it would be more effective if there was a small building for the rain water to run off for collection. I have added four water butts on the main property which are all full. It is heavy work carrying water across to the allotment in the summer, and sadly I am getting no younger.

Tree planting: We are hoping to plant a silver birch as this is a pioneer tree to encourage other natural plant growth. More elderflower has been planted. Along the boundary I have planted 12 small English trees including apple, pear and cherry.

Boundary: the fence that is still in existence is broken and needs to be replaced. I had to remove the ivy and metal from the fence. When this was removed the rosehips, blackberries and other hedgerow plants began to regrow. I have also planted wildflowers between the trees and along a path, which I would like to finish.



## Winchester City Councillor Report April 2021

### 1. His Royal Highness, The Duke of Edinburgh

We are all saddened by the death of His Royal Highness, the Duke of Edinburgh.

Winchester City Council, like every other principal council, will be flying the Union Flag at half-mast at the Guildhall until the day of the funeral. A wreath has been laid at Abbey House in Winchester on behalf of all residents of the Winchester District and a letter of condolence is to be sent to the Queen and the Royal Family.

The pandemic regulations mean that, as elsewhere, the Council will not be able to organise a book of condolence. However, a virtual book of condolence is available online on the [Buckingham Palace webpages](#) to capture thoughts and memories of the late Duke, and messages of sympathy to the Royal Family.

Due to current COVID-19 restrictions, residents are also politely discouraged from laying their own floral tributes at locations within the District. Instead, you may wish to consider making a small donation to a charity supported by the Royal Family at this time.

### 2. Southampton Airport expansion

Eastleigh Borough Council have approved Southampton Airport's planning application for a 164 metre extension to his runway.

### 3. M27 Junction 4 - 11 works

Residents should be aware that there will be a number of overnight junction and lane closures on the M27 during April to allow for technology installations and surfacing activities. Diversions will be clearly signposted. Details can be seen at [www.trafficengland.com](http://www.trafficengland.com).

### 4. May elections - postal and proxy votes reminder

The deadline for registering for postal votes for the 6th May 2021 elections for Hampshire County Council and for the police and crime commissioner for Hampshire and the Isle of Wight is 5pm on Tuesday 20th April. New regulations will apply to polling stations as result of the pandemic and residents may therefore find it easier to apply for a postal or proxy vote. This can be done by following this link <https://www.winchester.gov.uk/elections/absent-votes>.

Laurence Ruffell Hugh Lumby

## Appendix 3 – CSO Report

### Owslebury CSO Report - March 2021\*

Date	Village	Initial Report	CSO Final Report and Comments
3/6/2021	Owslebury	Fly tip on thomsons lane	Reported to WCC
3/14/2021	Owslebury	Play area check	Report emailed to Clerk
3/14/2021	Owslebury	Abandoned vehclies reported	Checked 2 vehicles that are at the end of Beech Grove. both taxed an mot'd
3/19/2021	Owslebury	Nuisance Bonfire in Beech Grove	Attended Beech Grove, not reported to WCC at this time. Will monitor and have advised resident where to report nuisance bonfires if I am not on duty
3/27/2021	Owslebury	Items being thrown into gardens from childrens play area. Items include sharp bamboo spears and stones	On annual leave when report came in. Meeting has been arranged with resident

\*CSO had 10 days leave during this period

## Appendix 4 – AGAR Section 1

### Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

#### OWSLEBURY AND MORESTEAD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.owslebury.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS