

**OWSLEBURY PARISH COUNCIL  
MINUTES OF NOVEMBERS PARISH COUNCIL MEETING HELD ON  
14 FEBRUARY 2022  
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

**Present:** Parish Councillor John Chapman (in the Chair).  
Parish Councillors Paul Bowes, Mark Egerton, John Foster, and Will Martin

**In Attendance:** Responsible Financial Officer (RFO) Juanita Madgwick, District Councillor Ruffell

**Also in Attendance:** 5 members of the public were present

**152/21 APOLOGIES FOR ABSENCE.**

Apologies for absence were received and accepted from Councillor Roger Page, District Councillor Hugh Lumby and County Councillor Humby

**153/21 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

None

**154/21 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 13 December 2021, and the Council **Resolved**, unanimously, that they were a true record.

**155/21 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning**

Hensting Hall:

The planning applicant addressed the Council on the planning application that they had submitted and explained what they wanted to achieve, with the building and how it would sit with the other buildings in the area.

The Council asked the following questions:

Where in the planning process was the application? The applicant noted that they had been advised that a decision would be made in early March.

Would a protected species (bats) survey be carried out? The applicant wasn't sure

Hyde Cottages:

The planning applicant addressed the Council on the planning application that they had submitted. The applicant explained why they needed the extension and ancillary building. They were concerned about the size of the ancillary building and would understand if the outbuilding needed to be scaled back. They noted that a bat survey had been carried out.

**b) Other items**

A member of the public asked if the Council were aware of bird flu within the area. The Clerk noted that she had not been aware that there had been a bird flu outbreak in the area.

**156/21 TO NOTE THE RESIGNATION OF PAUL PHILLIPS AND TO RECEIVE A REPORT ON THE OPTIONS OF RECRUITING A NEW COUNCILLOR**

The Council noted Paul Phillips resignation. The Chairman thanked Cllr Phillips for all his hard work and wished him well in the future.

The Clerk had circulated the report on the options of recruiting a new Councillor to all Councillors prior to the meeting (Appendix 1). The Clerk went through the report explaining to the Council the '6-month rule' and if the Council decided to go ahead and decide to fill the vacancy that the new Cllr would only be in office until the elections on 5 May.

The Council **Resolved** unanimously to leave the Cllr vacancy unfilled until the May elections.

**157/21 TO RECEIVE THE COUNTY COUNCILLORS AND DISTRICT COUNCILLORS REPORT**

District Councillor Ruffell commented on the District Councillor Report (Appendix 2), which had been circulated to all the councillors before the meeting.

Councillor Ruffell noted that there had been an Avian flu outbreak at a farm in Bishops Waltham. Winchester City Council have been asked to provide support for Hampshire's Emergency Team and are providing volunteers to raise awareness amongst properties within the protection zone. Parts of the Parish are within the 3k protection zone. Cllr Ruffell would forward on the email to the Clerk.

The Clerk had circulated the County Council report prior to the meeting to all the Councillors (Appendix 3)

**158/21 PLANNING****a) Planning applications**

SDNP/21/06455/HOUS Proposal	Hensting Hall Hensting Lane Fishers Pond SO50 7HH The proposed works will see the demolition of the existing single storey horse stable and construction of replacement single storey garage with pitched roof, demolition of existing thatch roof and construction of replacement clay tiled roof and all associated works
PC Comments	The Council could not comment on this application due to the lack of information on the planning portal and asked the Clerk to contact the planners for more information.
SDNP/22/00434/PRE Proposal	Ashiana Main Road Owslebury Winchester Hampshire SO21 1LN Moving of rear wall to sit flush with existing sitting room to enlarge kitchen. Increase in roof height by changing pitch/raising eaves height to accommodate 2 inhabitable loft rooms with roof lights and gable end window at front. Internal wall
PC Comments	The Council do not wish to comment on this application
SDNP/22/00333/HOUS Proposal	1 Hyde Cottages Fawley Lane Morestead SO21 1NA Part single and 2 storey side extension, single storey rear extension and ancillary building / car port along with associated works to the existing house
PC Comments	The Council would like a condition imposed on this application if it is granted that the outhouse will not be used as a separate residential dwelling in the future.

**b) Planning Decisions**

17/03035/FUL	Little Ranch Portsmouth Road, Fishers Pond, Eastleigh, Hampshire, SO50 7HF
Proposal	(RESUBMISSION) The use of land for the stationing of caravans for residential purposes and erection of utility/ dayroom
Decision	Application Withdrawn

**c) Enforcement Cases**

The Council went through the 2 enforcement lists for Winchester City and the SDNP. There was some discussion around the lists as they did not have all the cases that the Council were aware of on them. The Council asked the Clerk to send all enforcement cases that were on the list in the last year to Cllr Ruffell to check with the enforcement officer at Winchester.

Action:	By Whom:
Send Cllr Ruffell all enforcement cases	The Clerk

**159/21 RECEIVE THE ACSO REPORT**

The Clerk had circulated the ACSO Report for November (Appendix 4) to the Councillors prior to the meeting. The Council noted the report.

The Clerk noted that she had received a request from the ACSO. The ACSO has secured funding from the Police and Crime Commissioner to fund No Cold Calling Zone Street signs. The ACSO wished to get approval from the Council to go ahead and have the signs designed and manufactured for the Council.

The Council **Resolved** unanimously not to go ahead and have the signs designed and manufactured for the Council.

**160/21 RECEIVE AND COMMENT ON SDNPA SELF-BUILD AND CUSTOM HOUSEBUILDING REGISTER CONSULTATION**

The Clerk had circulated the SDNPA self-build and custom housebuilding register consultation to all Councillors prior to the meeting (Appendix 5).

There was discussion around why it is just the armed forces that do not need to have a connection to the SDNP to qualify for Part 1 why not all frontline employees.

The Council **Resolved** unanimously to query the proposed local connection test Part 1 section (e) 'You are a member of the armed forces, or an ex-member of the armed forces whose service ended within the last 5 years.'

Action:	By Whom:
To query section (e) from the Proposed Local Connection Test	The Clerk

**161/21 RECEIVE AND COMMENT ON THE INFORMATION ON SOUTHERN WATER'S WATER FOR LIFE – HAMPSHIRE PROGRAMME**

4. 2021/ 2022

FC. 14.02.22

The Clerk has circulated the information on Southern Water's water for life – Hampshire programme to all Councillors prior to the meeting (Appendix 6).

There was discussion on if this would affect the Parish. It was brought to the Council's attention that it would for residents living along Portsmouth Road. The Council asked the Clerk to contact Southern Water to provide a detailed map of where the pipeline will go through the parish or its close approach to parish boundaries.

The Council also asked the Clerk to send the consultation link out on OIS the Newsletter and Facebook.

Action:	By Whom:
To contact Southern Water for a detailed plan of the pipeline To send the Southern Water consultation out via OIS, The Newsletter and Facebook	The Clerk

#### **162/21 RECEIVE AND COMMENT ON THE GLOVER LANDSCAPE REVIEW: GOVERNMENT RESPONSE AND CONSULTATION**

The Clerk has circulated the Glover Landscape Review: Government response and consultation to all Councillors prior to the meeting (Appendix 7).

The Council asked the Clerk to contact SDNP on how they will be responding to the review and how will the park be managed in the future.

Action:	By Whom:
To contact the SDNP on how they will be responding to the Glover Landscape Review and how will the park be managed in the future	The Clerk

#### **163/21 HIGHWAYS**

##### **a) BEECH GROVE PATHWAY IMPROVEMENTS UPDATE**

The Clerk had circulated a report on the Beech Grove pathway improvements to all Councillors prior to the meeting (Appendix 8).

The Clerk went through the report and noted that Havant Highways have noted that they have fulfilled their brief of a quote and design and are now awaiting further instruction from the Parish Council to advise if funding has been secured to construct the wall. The Clerk noted that funding had not been secured yet and she was looking into possible grants. The Clerk noted that of the £13,000 cost of the project there was £3,951.57 in the budget to fund part of this project and is seeking a £9,000 grant.

##### **b) TO AGREE TO FIX THE ROAD SIGNS ON WHITES HILL**

The Clerk noted that the signs at the bottom of Whites Hill had been knocked over. The Council asked the Clerk for the Lengthsman to fix them when they are next in the village.

## 164/21 RIGHTS OF WAY

### a) CONSIDERATION ON REMAINING PART OF THE LENGTHSMAN SCHEME FOR 2022/23 AND CONSIDER AND AGREE TO THE ASSOCIATED COSTS

The Clerk had circulated a report on the Lengthsman scheme and associated costs to all prior to the meeting (Appendix 9).

The Clerk noted that Hampshire County Council are removing the funding for the Lengthsman scheme from March 2023.

The lead Council has asked all the Parishes if they would like to continue with the scheme for the coming year, keep with 48 hours a year which would cost the Council an extra £200 or decrease to 40 therefore keeping to the £1,000 budget from HCC and to stay with Premier Grounds for the next year or to go out to tender for a new contractor.

The Council **Resolved** unanimously to stay in the Lengthsman scheme for the next year, to stay with Premier Grounds and to reduce the Parish Councils hours to 40 per year.

### b) Footpath 30

A Councillor noted that there looked like there was some accumulation of rubbish and waste items that appear to be industrial in origin on this footpath. The Council asked the Clerk to ask the ACSO to investigate this and if it was felt that it was a problem to contact the landowner.

## 165/21 OPEN SPACES, RECREATION AND PLAYGROUND

### a) RECEIVE A REPORT ON THE PAVILION SPORTS FIELD MEETING

Cllr Egerton updated the Council on the Pavilion meeting that had been held on Wednesday 9 February. Cllr Egerton circulated the results of the questionnaire and noted that there had been a great response from the parish and the outcome was mainly positive. The parish did want to have a pavilion but knock the old one down.

The committee would like the Parish Council to agree the following:

- For the committee to be able to carry on for the next 6 months
- To approach an architect to draw up a design for a new pavilion
- To find out the costs to demolish and build a new pavilion
- To be able to go ahead and start to apply for grants and funding
- To send a thanks to all residents for completing the questionnaire, the results of the questionnaire and ask for help from the residents with the new pavilion

There was some discussion around this, and the Council asked the Clerk how much was in the budget for the Pavilion refurbishment. The Clerk noted that there was £5,000.00 in the budget for community projects.

The Council **Resolved** unanimously:

- For the committee to be able to carry on for the next 6 months
- To approach an architect to drawn up a design for a new pavilion
- To find out the costs to demolish and build a new pavilion

- To be able to go ahead and start to apply for grants and funding
- To send a thanks to all residents for completing the questionnaire, the results of the questionnaire and ask for help from the residents with the new pavilion

**b) RECEIVE QUOTES ON FIXING THE FENCE AT THE GLEBE FIELD**

The Clerk had circulated the quotes to all Councillors prior to the meeting (Appendix 10).

The Clerk noted that she had contact 3 companies but only 2 companies had sent quotes for the job there were as follows:

Contractor 1	£260
Contractor 2	£210

The Council **Resolved** unanimously to use contractor 2 to fix the fence at the Glebe Field at the cost of £210.00

**c) RECEIVE QUOTES ON REMOVING THE VEGETATION AND SAPLINGS FROM THE BANK BY THE SCHOOL**

The Clerk had circulated the quotes to all Councillors prior to the meeting (Appendix 10).

The Clerk noted the following quotes:

Contractor 1	£150
Contractor 2	£180
Contractor 3	£455

The Council **Resolved** unanimously to use contractor 1 to remove the vegetation and saplings from the Bank at the cost of £150.00.

**d) RECEIVE QUOTES TO CROWN THE TREE IN THE GLEBE FIELD**

The Clerk had circulated the quotes to all Councillors prior to the meeting (Appendix 10).

The Council asked the Clerk to re-quote to raise the crown of the tree in the Glebe Field instead of crown reducing the tree.

Action:	By Whom:
To get 3 quotes to raise the crown of the tree in the glebe field	The Clerk

**166/21 FINANCE, ADMINISTRATION AND STATUTORY**

**a) Payments and Receipts**

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

**Payments:**

<b>PAYMENTS</b>	<b>Amount (£)</b>	<b>Payee</b>	<b>Payment Type</b>
124	235.00	S Comley (Gate Repairs)	JC/PP
125	7.39	SSE (Street Lighting)	JC/PP
126	16.00	Three (Phone)	DD
127	16.87	IONOS - Website	DD
128	384.00	Survey Monkey	CC
129	5.10	Stamps (Tesco)	CC
130	3.68	Paper Tesco	CC
131	90.00	Parish Online	
132	398.40	Clerks Salary - Jan	
133	99.60	HMRC	
134	775.98	Swanmore PC (CSO)	
135	69.28	SSE (Street Lighting)	

**Receipts:**

<b>Voucher</b>	<b>Amount (£)</b>	<b>Payee</b>	
10	50.00	Fix Deposit Account Interest	

**b) NOTE THAT £50,000.00 HAS BEEN INVESTED IN A 1 YEAR FIXED ACCOUNT WITH LLOYDS AT AND INTEREST RATE OF 0.05%**

The Council noted that £50,000.00 had been invested in a 1-year fixed account with Lloyds at an interest rate of 0.05%,

**c) RECEIVE A REPORT ON THE COST AND SETTING UP 8 ADDITIONAL EMAIL ADDRESSES AND BUYING A .GOV.UK DOMAIN**

The Clerk had circulated a report on the cost and setting up 8 additional email addresses and buying a .gov.uk domain to all prior to the meeting (Appendix 11).

The Clerk went through the report and explained the costs of buying a domain name, registering it and employing an IT company to set up and maintain 8 email accounts.

The Clerk noted that if the costs were too much for the Council, the Clerk could set up Gmail accounts for each Councillor and write an email policy for the Councillors to abide by.

The Council **Resolved** unanimously for the Clerk to set up Gmail accounts for each Councillor and write and email policy.

**d) REVIEW THE EMERGENCY CONTROL PLAN**

The Council **Resolved**, unanimously, to adopt the Emergency Control Plan and asked the Clerk to place a copy of the website.

**e) TO REVIEW AND ADOPT THE RISK REGISTER**

The Council **Resolved**, unanimously, to adopt the Risk Register and asked the Clerk to place a copy of the website.

**f) TO REVIEW AND ADOPT THE PUBLICATION SCHEME**

The Council **Resolved**, unanimously, to adopt the Publication Scheme and asked the Clerk to place a copy of the website.

**g) TO ADOPT THE CO-OPTION POLICY**

The Council **Resolved**, unanimously, to adopt the Co-option Policy and asked the Clerk to place a copy of the website.

**h) TO ADOPT THE GUIDE FOR NEW COUNCILLORS**

The Council **Resolved**, unanimously, to adopt the Guide for New Councillors.

**167/21 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

The Clerk had contacted the chairman of the Steam Rally at Whaddon Farm in May to confirm their traffic management plan. The Chairman had responded that the steam vehicles would be arriving on the Friday via the Portsmouth Road and on the days of the fair the traffic would be directed via the Portsmouth Road. However they couldn't guarantee that people wouldn't use the roads around the village.

After some discussion the Council asked the Clerk to contact the event organisers for confirmation that they can assure the Council that they have discussed the event with Environmental Health and the police and have all the necessary licences.

**168/21 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next Council Meeting would be on Wednesday 16 March 2022 at 7.00pm.



9. 2021/ 2022  
FC. 14.02.22

There being no further business the meeting closed at 21:50

Chairman:

Date:

DRAFT