

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
10th June 2019
COMMENCING AT 7:30 PM IN OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (Chair).
Parish Councillors: Paul Bowes, Mark Egerton, Roger Page, Will Martin, Roger Page,
Charlotte Thompson, Paul Phillips

IN ATTENDANCE.

Responsible Financial Officer (RFO) Juanita Madgwick
District Councillor Hugh Lumby (left after item 85/19)
District Councillor Laurence Ruffell (Left after item 85/19)
County Councillor Rob Humby (Left after item 85/19)

4 members of the public were present. (1 member of the public left during item 83/19, 3 left after item 86/19 (a)).

79/19 APOLOGIES FOR ABSENCE.

None

80/19 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor John Chapman disclosed an Interest in Planning Application for Hurst farm (item 86/19 (a))

81/19 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held 13th May 2019, and the Council **Resolved**, unanimously, they were a true record.

82/19 PUBLIC QUESTIONS AND COMMENTS.

a) Planning Applications

Hurst Farm

A member of the public wished to make an objection to this planning application. They were concerned with noise as the manege is only 25 meters from houses on Hurst Lane. They felt that the stables are too big for private use. They had concerns with the amount of activity that this application will generate. There was no mention within the application of security, as there had been an increase in crime in the area. There was no mention of if there would be a need for electricity or water. The member of the public wouldn't want the stables or manege to be used in the evening or early morning and that no floodlights should be used on the site.

The planning applicants wished to make the following comments on the planning application:

They had purchased the land last year. They are avid equestrians and wanted their own place to house their horses.

They wish to be peaceful and respectful neighbours.

The Horse care would be carried out in the barn. There would be shutters on the windows.

There are no plans to have lights outside and by the manege.

The barn will protect the view of the manege. They have only applied for personal use and there will be no loud speakers. There will only be 2 people on site at any one time and will be making daily visits.

They will be keeping 6 horses on site, 4 which are ridden and 2 which are not. There will be parking for 3 vehicles which includes a horse box. There would be a muckbin collection once a month.

They will be accessing the site via the existing drive and the access gate a Hurst Lane. The Paddock would be exclusively for the use of the planning applicants only.

Morestead Cottage

The planning applicant wished to make the following comments on the planning application:

They had bought the house and are renovating it. They have realised that it is not big enough there therefore need to extend. They will be putting in a new driveway and moving the garage nearer the house.

There were concerns from the Councillors on vegetation and wildlife. The planning applicant said that the environmental department are to write a report, just on the area around the house and not the field. The Councillors were concerned that the report was not going to include the entire area.

The Councillors were concerned that the new driveway and garage were not on the planning application.

b) Other agenda items

A member of the public brought up his concerns with Hazley road; they felt that it was unsafe. There were several pot holes that need addressing.

They were concerned with the parking situation at the roundabout at the Ship Inn.

83/19 COUNTY AND DISTRICT COUNCILLORS REPORTS

DISTRICT COUNCILLORS REPORT

District Councillor Lumby commented on the district Councillor Report (Appendix 1), which had been circulated to councillors before the meeting.

District Councillor Ruffell commented on the following:

Winchester City Council has joined more than 70 authorities across the country in declaring a Climate emergency. The Council will be aiming to make itself carbon neutral by 2024 and achieve the same with the wider district by 2030.

An action plan, setting out how this will be achieved, will follow the declaration, which was declared by the city council's cabinet on June 5th. The Councils carbon footprint has reduced by 31% in the last decade, while the district's footprint has also reduced by 26% since 2005.

Environmental focus for the new Winchester City Council administration

A focus on the environment has been named as the top priority for Winchester City Council's new Liberal Democrat administration. The new Cabinet has also announced by Leader, Cllr Lucille Thompson. The New administration said its focus would fall on three key areas – reducing the carbon footprint of the council and wider district, balancing the budget and building homes for all sectors of the community.

We want to drastically improve our offer on recycling and want to look at introducing a food waste collection. The quality of our bin collections also needs immediate attention.

The Liberal Democrats will review the councils financial position to address and close the financial gap and will be looking at innovative ways of building more homes for rent and seeking to provide truly affordable homes in the right places across the district.

The new Cabinet is:

| | | |
|---------------|-----------------------------------|-----------------------|
| Leader | Communications and transformation | Cllr Lucille Thompson |
| Deputy Leader | Finance and risk | Cllr Neil Cutler |

Cabinet Member for environment
Cabinet Member for built environment and wellbeing
Cabinet Member for housing and asset management
Cabinet Member for sport, leisure and communities
Cabinet Member for local economy

Cllr Lynda Murphy
Cllr Jackie Porter
Cllr Kelsey Learney
Cllr Malcom Price
Cllr Anne Weir

COUNTY COUNCILLORS REPORT

County Councillor Rob Humby commented on the following:

Cllr Humby is now the Deputy Leader of Hampshire County Council, he is in charge of economy, Highways and rubbish.

The new leader of HCC is Keith Manns.

Cllr Humby was invited to the safer roads foundation by Lord Whitty. Hampshire hopes to secure £3 million in funding to make the roads safer from the safer roads foundation.

25,000 people are killed on European country roads each year. Hampshire has taken an interest in this and has linked up with Europe and is encouraging other councils to join up.

Cllr Humby had met with Lord Patel as he has an interest in mental health issues in ex-servicemen. Cllr Humby wishes to get MP's involved in a Service Day and to set up a unit in Gosport.

The Council is focusing on sustainable transport and air pollution. Cllr Humby is hoping to link Highways England, Hampshire Highways and the Utilities Companies up so that they can work together.

There is no news on the relief road around Eastleigh, they are still waiting for information on this.

Highways England had met with SDNP regarding environmental issues at J9 on M3. SDNP are now happy with the proposal for a green bridge though funding for it has not been resolved.

WCC & HCC to help make sure cycle race organisers let Parish Councils know when a race to go through their villages.

There has been a motion going through the House of Lords on motorcycles. They are going to do Trials on noise and speed on motorcycles. Trials are hopefully to be done within Hampshire network.

The chairman refused to allow a member of the public to interrupt the Councillors reports as this was not part of the published agenda, and the member of the public had previously had the opportunity to raise the matter, but had not done so. However the clerk will contact the individual to find out if they want to bring up the matter at the next PC meeting.

84/19 NEIGHBOURHOOD WATCH

Councillor Bowes gave a Neighbourhood Watch update. Crime has increased in the area and although the procedures were being followed the police were being followed, further information on progress in pursuing the criminals has not yet been received. Cllr Bowes noted that Hampshire police were accepting dash cam footage as evidence in crimes.

It was noted that there is an upcoming election for the police commissioner.

85/19 MCKENZIE MEETING

Councillors Bowes, Phillips and Chapman along with 2 members of the public attended a meeting at McKenzie Feed Mill at the end of May. It was noted that progress had been made

with the Feed Mill. The Feed Mill have been working with the residents to improve noise and working hours. They have invested in new machinery which is quieter and the workers have changed their hours. There has been less concern expressed by the residence.

The Feed Mill agreed that a new sign should be erected at the end of Pitcot Lane for all HGVs to turn right. This will help the residence and the drivers.

| | |
|---|-----------|
| Action: | By Whom: |
| To contact Hampshire Highways to erect and new sign at the top of Pitcot Lane for all HGVs to turn right. | The Clerk |

86/19 PLANNING

a) Planning Applications:

| | |
|-------------------------|---|
| SDNP/19/02483/FUL | Marwell Wildlife Thompson Lane Owslebury SO21 1JH |
| Proposal: | The erection of a new building containing biomass boiler unit and associated waste storage, treatment and processing apparatus, air pollution control equipment and the installation of roof mounted photovoltaic panels. |
| Deadline for Comment | 27/06/19 |
| Parish Council Comment: | The Council have no objection to this planning application and therefore will make no comment. |

| | |
|-------------------------|--|
| SDNP/19/02571/HOUS | 1 Morestead Hill Cottages Morestead Hill Morestead SO21 1NB |
| Proposal: | Single storey rear extension connecting to existing house, new drive and garage. |
| Deadline for Comment | 27/06/19 |
| Parish Council Comment: | The Council would like to put forward the following comments on this planning application: <i>The Council would like to request a full environmental assessment to be seen and considered on the whole site of this application. The Council cannot make a decision until the environmental report has been done. Therefore no decision should be made until an environmental report has been submitted to the planning department.</i> <i>Should the planning application be approved a condition should be put in place for the construction traffic to be considerate to the neighbours</i> |

| | |
|-------------------------|--|
| SDNP/19/02311/HOUS | Staggs Gate Staggs Lane Owslebury SO21 1LY |
| Proposal: | 19 square meter BBQ hut/ summer house in the back garden. We would only like to put power to it no water. |
| Deadline for Comment | 28/06/19 |
| Parish Council Comment: | The Council would like to put forward the following comments on this planning application: <i>The Council would like to request a full environmental assessment to be seen and considered on the whole site of this application. The Council cannot make a decision until the environmental report has been done. Therefore no decision should be made until an environmental report has been submitted to the planning department.</i> <i>Should the planning application be approved a condition should be put in place for the construction traffic to be considerate to the neighbours</i> |

| | |
|----------------------|--|
| SDNP/19/02508/FUL | Hurst Farm Hurst Lane Owslebury SO21 1JQ |
| Proposal: | Erection of an equestrian barn and construction of manege. |
| Deadline for Comment | 28/06/19 |

| | |
|-------------------------|---|
| Parish Council Comment: | The Council would like to put forward the following comments on this planning application: <i>The Council request for the barn and manege to be sited near to the existing buildings away from the road and the houses on Hurst Lane. The Council would like to see restrictions placed on the barn that it would not be for commercial or residential use. The Council would like to see restrictions on lighting. Should the planning application be approved a condition should be put in place for the construction traffic to be considerate to the neighbours.</i> |
|-------------------------|---|

b) Planning Decisions:

There have been no planning decisions in the month.

c) Enforcement Matters:

The Clerk noted the following on the open enforcement cases within the Parish:

SDNP/16/00566/COU – 1 Bottom Pond Cottages, Morestead Hill – Shepherd’s Hut on wheels being used as a holiday let - **Planning application refused currently at appeal.**

SDNP/18/00724/UNCM - Land Opposite Magnolia, Hensting Lane, Owslebury - Alleged two caravans plus horse box parked on land – **Original case officer left the Authority, case reallocated and needs further investigating.**

SDNP/19/00297/BRECON – Long Ash, Pitcot Lane, Owslebury - Alleged 2 storey being built instead of 1 storey. **New case awaiting site visit.**

19/00110/CARAVN - Cranburys - **Visited recently, observed an empty caravan being stored on the land, no obvious usage. Return visit planned to investigate further.**

17/03035/FUL: Little Ranch: **No appeal start letter yet.**

SDNP/18/00613/OPDEV Magnolia Hensting Lane: **This case has been transferred to another officer as the original officer left the Authority. We do have building control plans but no further update yet.**

87/19 HIGHWAYS

a) Parking at the Ship roundabout

After some discussion on the increase of cars and vans parking on the roundabout opposite The Ship Inn the council felt that they should make it clear to residents of their responsibilities regarding parking. The Council **Resolved** unanimously to ask the Clerk to put out an OIS to the residents on parking around the roundabout.

| | |
|--|-----------|
| Action: | By Whom: |
| To send OIS on responsible parking at the roundabout by the Ship Inn | The Clerk |

b) Meeting with Hampshire Highways (Speed Signs)

Councillors Martin and Thompson reported to the Council on the meeting that they and the Clerk had had with Hampshire Highways on radar speed signs. Hampshire Highways went through the temporary speed sign guidance policy. After driving the village three sites were identified where the Council could hang the sign. The best site identified was opposite the church. Councillors Martin and Thompson explained that the Council would need to apply for a licence before a unit could be placed in the village. The Clerk suggested that before the Council buy a unit it would be a good idea to borrow a unit from another Parish Council to trial for 2 weeks before committing to buying one. The Councillors **Resolved** unanimously to apply for a licence and three sites in the village .

| | |
|--|-----------|
| Action: | By Whom: |
| To apply for a licence for a radar speed sign To ask if another Parish Council would lend Owslebury PC their speed unit to borrow for 2 weeks | The Clerk |

c) Road Sign on C9

It was noted that the signs on the C9 are not visible due to vegetation over growth. The Council asked the Clerk to contact Hampshire Highways to cut the vegetation back.

| | |
|---|-----------|
| Action: | By Whom: |
| Contact HH to cut back vegetation as signs not visible from the highway | The Clerk |

88/19 RIGHTS OF WAY

a) Stile

Councillor Chapman noted that the stile on footpath had still not been fixed. It was suggested a letter to be sent to the owners of the land to ask if they could fix the problem.

| | |
|--|-----------|
| Action: | By Whom: |
| To contact Hampshire Rights of Way to see if PC can write a letter to the owners of the land on footpath or if rights of way should chase this up. | The Clerk |

89/19 OPEN SPACES, RECREATION AND PLAYGROUND

a) WWI Ring Fenced Money

After some discussion the Council **Resolved** unanimously to use the residual money left over from the WWI stone for maintenance.

b) Playground

As a result of the Internal Auditors meeting the Clerk asked all the Councillors on top of the regular 2 week playground inspection that if a Councillor visits the playground that they could check the playground equipment and email the Clerk that they visited the playground and checked over the equipment.

The Council **Resolved** unanimously to approve emailing the clerk every time they visit the playground.

90/19 FINANCE, ADMINISTRATION AND STATUTORY

a) Payments and 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:

| PAYMENTS | Amount (£) | Payee |
|----------|------------|--|
| 15 | 16.87 | 1&1 Invoice (203017471591) Extended Support |
| 16 | 205.00 | John Murray Internal Auditor |
| 17 | 739.79 | Norris & Fisher Insurance |
| 18 | 400.00 | St Andrews Church Grant (Minute 75/19 (g) (i)) |
| 19 | 200.00 | Morestead Church Grant (Minute 75/19 (g) (ii)) |
| 20 | 80.00 | Chris Curran (Removal of Bench) |
| 21 | 475.20 | Clerks Salary May 19 |
| 22 | 118.80 | HMRC |
| 23 | 11.25 | Clerks Expenses May 19 |
| 24 | 100.00 | OSCC Grant (Minute 75/19 (g) (iii)) |
| 25 | 21.65 | OPH Hall Hire May 19 |
| 26 | 118.00 | Repair of Notice Board |
| 27 | 21.07 | J Chapman (Paint for Notice Board) |
| 28 | 7.37 | SSE (Street Lights) |
| 29 | 215.00 | Steve Comley Grass Cutting May |

Receipts

| Voucher | Amount (£) | Payee |
|-----------------|------------|-----------------------------------|
| RECEIPTS | | |
| 5 | 0.04 | Interest Business banking account |
| 7 | 18.75 | Penni Harrison Use of Playground |

b) Internal Auditors Report

The clerk noted that she had met with the Internal Auditor who had subsequently written to confirm he is happy with the accounts and only has 3 observations regarding the minutes, Budget & Risk Assessments. The Internal Auditor asked for the Chairman to initial all pages before signing them, For the budget working papers to be included with the minutes of the meeting the budget was agreed and to complete a Risk Assessment for all Parish owned assets the public have access to (See Appendix 2).

The Councillors asked the Clerk to confirm if common land should be treated the same as Parish owed land and should a risk assessment be completed for this type of land.

| Action: | By whom; |
|--|-----------|
| To confirm if common land is treated the same a Parish Owed land and if a risk assessment should be carried out. | The Clerk |

c) Play Area Risk Assessment

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

The Councillors asked the Clerk to check how many play area inspection should be carried out per year by a professional.

| Action: | By Whom: |
|---|-----------|
| To find out how many professional play area inspections should be carried out per year. | The Clerk |

d) Health and Safety Policy

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

91/19 CLERKS REPORT

The Council noted the Clerk's report and discussed what actions are to be taken. (Appendix 3).

92/19 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

The Clerk noted that the Village agent had asked to attend July's meeting a give a short presentation on the role of the village agent.

93/19 DATE OF NEXT COUNCIL MEETING.

The Council agreed the next Council Meeting would be on Monday 8th July 2019 at 7.30pm in the Committee Room.

The meeting closed at 9:52pm

Chairman:

Date:

Owslebury Parish Council Winchester City Councillor Report June 2019

1. Local councils' conference

The next local councils' meeting will be on 18 June 2019 at 4pm, in the Walton Suite at Winchester Guildhall. Your parish clerk, together with two local council members, are welcome to join the Chief Executive and her team.

If you have any items you would like to add to the agenda please forward them to [Mary Andrews](#) at Winchester City Council.

2. Citizens Advice is moving

The existing Citizens Advice office on St George's Street closed on Friday 31 May and they will re-open in their new office on Colebrook Street on Monday 10 June.

During the closed week, clients will be able to access advice via the [website](#), on 03444 111 306, or at the Bishops Waltham/outreach [locations](#) (locally these are in Denmead, Wickham and Arlesford).

From 10 June, their new address will be:

Citizens Advice Winchester district
City Offices
Colebrook Street
Winchester
SO23 9LJ

All telephone numbers and email addresses will remain the same.

3. M27 closure - 14th and 15th June

Highways England are continuing to carry out the smart motorways programme on the M27. As part of this the North Fareham footbridge will be demolished and replaced between 9pm on 14 June and 9pm on 15 June.

During this time there will be a full closure of the M27 between junctions 9 and 11. The diversion route will be on the A27 and the A32.

4. District council elections

Elections to Winchester City Council occurred on May 2nd. Hugh Lumby was re-elected as councillor for the Upper Meon Valley ward (of which Owslebury parish forms part).

The political make-up of Winchester City Council is:

- 18 seats for the Conservative Party
- 27 seats for the Liberal Democrat Party

Across the Winchester District a total of 40,317 votes were cast, with a turnout of 45.10%. For more details on the local elections <https://www.winchester.gov.uk/news/2019/may/winchester-city-council-election-results-3-may-2019>

Laurence Ruffell Hugh Lumby.

Appendix 2 – Internal Auditors Report



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

9 BURLEY ROAD
WINCHESTER
SO22 6LJ

Telephone 01962 880743
Mobile 07850 863612
john.murray233@ntlworld.com

17 May 2019

Dear Juanita,

**Owslebury Parish Council -
Accounts for the year ended 31 March 2019 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2019. I have carried out the Internal Audit following the guidelines as documented in the JPAG Book "Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide" issued in March 2018 and updated in March 2019

The following items arose during the course of my Audit which I must draw to the attention of the Parish Council:-

1. **Minutes:** As you are using a loose-leaf format for your Minutes will you please ensure that the Chairman initials all pages before signing and dating the final page. This initialling should continue to cover all appendices.
2. **Budgets:** Will you please ensure that the Budget working papers are including with the Minutes of the Meeting that agreed the Budget.
3. **Risk Assessments:** You should have a detailed Risk Assessment in place for all Parish owned assets where the public have access. Also, the Sports Clubs who have leases on the Sports facilities should provide you with copies of their Risk Assessments.

I have noted that the AGAR Pro-forma (with details of the Variations and Bank Reconciliation you will be sending off with this) have not yet been fully adopted by the Parish Council and signed by the Chairman and the Clerk Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4 before they are sent off and Schedule 3 when returned signed by the External Auditors.

Will you also provide me with copies of the Bank Reconciliation, the Explanation of Variances and also a copy of your full set of Accounts? Please ensure that the adoption of the Accounts and the Audit Commission Pro-forma are minuted at the appropriate times - in particular Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes. Please ensure (and I am sure you will) that the Form is fully completed (including filling in the boxes for the name of the Parish Council) otherwise it may be returned by the External Auditor

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding

I enclose my Invoice for the work done so far

Yours sincerely,

John K. Murray

Ms. J. Madgwick,
Clerk to Owslebury Parish Council
58A Priors Dean Road
Winchester Hants.
SO22 6JU

John K. Murray DMS., FCPFA.
Chartered Public Finance Accountant



Appendix 3 – Clerks Report

| | |
|--|----------|
| Action: Parish Hall Advisory Committee. | By Whom: |
| <ul style="list-style-type: none"> • Clerk to set-up and prepared preliminary list of issues | Clerk |
| <ul style="list-style-type: none"> • OPHMC to consider revisions to current constitution • Currently 'On Hold' | On Hold |

| | |
|---|----------|
| Action: Local transport services. | By Whom: |
| <ul style="list-style-type: none"> • Council to consider other transport options. • Council to consider transport from Twyford to Owslebury | Clerk |
| <ul style="list-style-type: none"> • Awaiting outcome of HCC review | On Hold |

| | |
|--|------------------|
| 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 |