

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
8<sup>th</sup> June 2020  
COMMENCING AT 7:00 PM *VIRTUALLY VIA ZOOM***

**PRESENT.**

Parish Councillor John Chapman (Chair).

Parish Councillors: Roger Page, Paul Bowes, Paul Phillips, Mark Egerton, Will Martin, Charlotte Thompson

**IN ATTENDANCE.**

Responsible Financial Officer (RFO) Juanita Madgwick

District Councillor Hugh Lumby

District Councillor Laurence Ruffell

CSO Gary McCulloch

1 members of the public was present.

**56/20 APOLOGIES FOR ABSENCE.**

County Councillor Rob Humby

**57/20 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Chapman declared an interest in agenda item 62/20 d – Planning Appeal Morris Farm (Marwell Stud), Hurst Lane.

**58/20 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 11<sup>th</sup> May 2020, and the Council **Resolved**, unanimously, they were a true record.

**59/20 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning Applications**

There were not questions or comments on planning applications from any members of the public.

**b) Other Agenda Items**

**Mckenzie Mill** – A resident wished to bring to the Councils attention that there hasn't been any improvement with the issues at the Mill. The issues that have not improved are noise, lorry size & frequency and dust. The resident noted that they will be taking these issues up with HCC and WCC.

**60/20 DISTRICT & COUNTY COUNCILORS REPORT**

**COUNTY COUNCILLORS REPORT**

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

**DISTRICT COUNCILLORS REPORT**

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

Councillor Lumby noted that the Grants and Discretionary funds is still available until Friday 12<sup>th</sup> June, which small business could be eligible for.

Councillor Lumby noted that the Council Services are still working well and they are now working on a recovery plan for Winchester City.

Fly-tipping is still continuing and the Council are investigating any fly-tipping. There has been an increase in fly-tipping but not as much as originally thought. It was noted the residents shouldn't take fly-tipping away it should be reported through the correct channels.

Councillor Ruffel noted that a planning committee meeting was scheduled for June 18<sup>th</sup> where there are 9 planning applications to go through & there is another meeting scheduled for July to go through the backlog of applications.

## 61/20 CSO REPORT

The CSO commented on the CSO Report (Appendix2), which had been circulated to the councillors before the meeting.

The CSO also noted that he had reported 5 fly-tipping incidents across the 3 parishes, 4 incidents were removed within 48 hours and 1 possible prosecution.

The Councillors thanked the CSO for the report that had been sent out.

## 62/20 PLANNING

### a) Planning Applications

|                           |   |
|---------------------------|---|
| SDNP/20/01708/LIS         | 2 Yew Tree Cottages Whites Hill Owslebury SO21 1LT  |
| Proposal                  | Discharge of all conditions for completed work on repairs to inglenook fireplace in listed building |
| Parish Councils Comments; | The Parish Council do not wish to comment on this application                                       |

### b) Planning Decisions

|                    |   |
|--------------------|---|
| SDNP/20/01401/HOUS | Victoria Park Baybridge Lane Owslebury SO21 1JN |
| Proposal:          | Development of a detached garage                |
| Decision:          | Approved  |

|                   |  |
|-------------------|--|
| SDNP/20/01073/CND | Elm Farm Baybridge Lane Owslebury SO21 1JN                               |
| Proposal:         | Variation of condition 2 of approved planning consent SDNP/19/02780/HOUS |
| Decision:         | Approved   |

|                   |  |
|-------------------|--|
| SDNP/19/06090/CND | The Forge Owslebury Bottom Owslebury SO21 1LY                |
| Proposal:         | Removal of condition 2 of approved planning consent W/3293/7 |
| Decision:         | Application Withdrawn  |

### c) Enforcement Matters

A Councillor noted that there was a possible planning enforcement issue at Rookery Farm on Portsmouth Road. The Councillors asked the Clerk to contact the enforcement department to check on the planning decision.

|   |           |
|---|-----------|
| Action:   | By Whom:  |
| To contact the planning department to check on the planning application | The Clerk |

### d) Planning Appeal

The Clerk noted that she had received a Planning Appeal for planning application: SDNP/20/01018/FUL. After some discussion the Council asked the Clerk to confirm which planning application the appeal is for. The Council need to decide if they wish to further comments on this application.

|   |           |
|---|-----------|
| Action:   | By Whom:  |
| To check with the planning department which Hurst Farm application is going to the planning committee | The Clerk |

#### 63/20 HIGHWAYS

##### a) Pitcot Lane Bollard

Councillor Chapman noted that he had spoken to Councillor Humby regarding the bollard and the reason that the bollard could not be put in a decent foundation was due to the telephone cables. Therefore a decent bollard cannot be put in.

Councillor Humby was going to visit the site and check.

|   |                    |
|---|--------------------|
| Action:   | By Whom:           |
| To contact Councillor Humby regarding the bollard | Councillor Chapman |

#### 64/20 RIGHTS OF WAY

##### a) Motorbike on Bridleway

The Clerk noted that a resident had reported that a motorbike had been riding on Bridleway 18. The CSO had been informed and spoken to the rider.

After some discussion the Council **Resolved** unanimously to buy a bollard to put in the Bridleway.

|                                      |           |
|--------------------------------------|-----------|
| Action:                              | By Whom   |
| To buy a bollard to put in bridleway | The Clerk |

##### b) Footpaths 30 & 43

The Clerk noted that there had been complaints on Footpaths 30 & 43 where the pathways were overgrown and needed to be cut back.

The Councillors asked the Clerk to contact the Landowners to ask them to cut back the vegetation on the footpaths.

|  |           |
|--|-----------|
| Action:  | By Whom:  |
| Contact the landowners of footpaths 30 & 43 to cut back the vegetation | The Clerk |

##### c) Red Lane

Councillor Chapman noted that the Landowner would be starting work soon on Red Lane.

#### 65/20 OPEN SPACES, RECREATION & PLAYAREA

##### a) Bonfires

The Clerk noted that there had been several complaints about Bonfires in the village, she has sent out several OIS with the latest WCC and government guidelines on having bonfires at this time. The CSO has been informed and is monitoring the situation.

##### b) Pavilion

Councillor Egerton noted that the Pavilion has now been boarded up and the glass around the windows has been picked up and disposed of.

Councillor Egerton also noted that it looked like the glass had been broken from the inside out. Also the Pavilion needed to have a survey done as there is woodworm present.

The CSO reported that no one had seen any incidents at the Pavilion.

After some discussion the Council asked the CSO if he could ask the police to drive by the Pavilion on their patrol. Also the Council **Resolved** unanimously to buy some CCTV stickers to put up around the Pavilion to deter any unwanted visitors.

|                        |           |
|------------------------|-----------|
| Action:                | By Whom:  |
| To buy 4 CCTV stickers | The Clerk |

### c) Playarea

The Clerk noted that there had been a complaint regarding the grass length in the playarea. Councillor Chapman noted that the grass would be cut on Tuesday 9<sup>th</sup> June.

The Clerk noted that she had received an email from Vita Play who would do a free playground check before the playground was open again.

The Council **Resolved** unanimously to get Vita Play to carry out a check of the playground.

The CSO noted that another Parish Council had spray cleaned their play equipment. The CSO would find out the details and pass them on to the Clerk.

|   |           |
|---|-----------|
| Action:   | By Whom:  |
| To contact Vita Play to carry out a play ground check | The Clerk |

## 66/20 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:

| PAYMENTS | Amount (£) | Payee   | Payment Type |
|----------|------------|---|--------------|
| 12       | 16.87      | IONOS - Website Support                           | DD           |
| 13       | 200.00     | Grant to St Andrews Church (Minute 53/20 (h) (b)) | Paid         |
| 14       | 100.00     | Grant to Morestead Church (Minute 53/20 (h) (a))  | Paid         |
| 15       | 750.19     | Noris & Fisher (insurance)                        | Paid         |
| 16       | 215.00     | John Murray (Internal Auditor)                    |              |
| 17       | 387.60     | Clerks Salary May 20                              |              |
| 18       | 96.80      | HMRC  |              |
| 19       | 220.00     | Steve Comley (Grass Cutting May)                  |              |
| 20       | 7.19       | SSE (Street Lights)                               |              |
| 22       | 14.39      | Zoom  | CC           |

## Receipts:

| Voucher         | Amount (£) | Payee                              |  |
|-----------------|------------|------------------------------------|--|
| <b>RECEIPTS</b> |            |                                    |  |
| 4               | 200.00     | Sports Club License Fee            |  |
| 5               | 110.00     | Sports Club Insurance for Pavilion |  |
| 6               | 0.04       | Interest on Business Account       |  |

### b) Internal Auditors Report

The clerk noted that the Internal Auditor had audited the Accounts and had subsequently written to confirm he is happy with the accounts and only has 2 observations: taking over responsibility of the Parish Hall & The exercise of public rights. The Internal Audit report had been circulated to the Councillors before the meeting (See Appendix 3)

### c) Approve Standing Orders

The Chairman asked for the Standing Orders approval to be deferred to July's meeting.

### d) Approve Financial Regulations

The Chairman asked for the Financial Regulations approval to be deferred to July's meeting.

### e) Play area Risk Assessment

The Chairman asked for the Play Area Risk Assessment approval to be deferred to July's meeting.

### f) Health and Safety Policy

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

## 67/20 INFORMATION EXCHANGE

The Chairman noted that this would be his last year of Chairmanship.

## 68/20 DATE FOR NEXT MEETING

The Council agreed the next Council Meeting would be on Monday 13<sup>th</sup> July 2020 at 7.00pm **virtually via Zoom**.

The meeting closed at 8:00pm

Chairman: JC

Date: 13/07/20

## **Winchester City Councillor Report June 2020**

### **1. Introduction**

Winchester City Council's principle focus at the moment remains on addressing issues arising from Coronavirus. As lockdown begins to ease, attention is increasingly turning to restoration and recovery.

It is continuing to provide most of its services as normal, subject to social distancing requirements.

The County Council hotline remains in operation - the number is **0333 370 4000**. This is available from **9.00 am to 5.00 pm 7 days a week**. Residents needing help should continue to use local support where they have contacts. Otherwise, they should call the helpline number.

### **2. Refuse collection and other waste issues**

Waste and recycling collections are continuing for now on their usual cycle.

Hampshire County Council has now re-opened its waste depots, subject to restrictions on use. Residents should for the time being assume that the queues and delays experienced as the sites came back into operation will continue and plan accordingly.

### **3. Restoration and Recovery Plan**

An outline Restoration and Recovery Plan was adopted by Winchester City Council at its cabinet meeting on 21st May. This sets out objectives to assist recovery across the District from the impact of the pandemic and the lockdown.

The plan will now be developed with specific actions to be identified and implemented. It will be looking to address challenges in three main areas - on the local economy, on local people and communities and on the Council's own finances.

### **4. Business support**

The Council are actively pursuing those businesses who it believes may be eligible for government grants for small businesses and for those in the retail, hospitality and leisure sector. Eligible businesses can still apply for grants and are encouraged to do so. If in doubt, contact the Council on 01962 848288 or email [businessrates@winchester.gov.uk](mailto:businessrates@winchester.gov.uk).

Businesses can also call the Council's Economy team on 01962 814 915.

## 5. Discretionary Grant Fund

Winchester City Council has been awarded an additional £1.4m by Government to help businesses and organisations impacted by COVID-19 and which have been ineligible for other grant funding opportunities.

Applications will be open from 9am 1 June 2020 until 9am 15 June 2020.

The new scheme is aimed at small businesses and charities with under 50 employees, that were trading on 11 March 2020, and can demonstrate a significant drop in income and significant ongoing fixed property-related costs.

The full policy including what businesses might be eligible and details of the grant application process can be found at <https://www.winchester.gov.uk/business/discretionary-grant-fund>.

In the event of queries, please email [ecodev@winchester.gov.uk](mailto:ecodev@winchester.gov.uk) or call 01962 814915.

## 6. New Mayor of Winchester

Councillor Patrick Cunningham has been appointed as the 821st Mayor of Winchester at a Mayor Making Ceremony on 20th May 2020. This was the first time that Winchester's Mayor has been appointed in a virtual ceremony.

The Mayor's chosen charities for the year ahead are Young Carers Winchester, Home-Start Winchester and Youth Options.

His official acceptance speech can be viewed at <https://youtu.be/f6vejrouSs>

**Laurence Ruffell** **Hugh Lumby**

## Appendix 2 – CSO Report

| ID | Start time       | Which Parish Does This | Initial Report and Remarks.  |
|----|------------------|------------------------|--|
| 7  | 5/21/20 14:01:29 | Owslebury              | Littering on Whites Hill   |
| 11 | 5/25/20 11:08:29 | Owslebury              | Lost IPad  |
| 32 | 5/29/20 20:27:06 | Owslebury              | Previous report of littering in Lower Baybridge Lane                 |
| 33 | 5/29/20 20:32:32 | Owslebury              | Informant has seen a suspicious car in the car park of the pavillion |
| 37 | 6/1/20 16:30:47  | Owslebury              | Graffiti at the pavillion  |
| 38 | 6/2/20 8:32:00   | Owslebury              | Vandalism and break in to cricket pavilion                           |
| 39 | 6/2/20 8:37:03   | Owslebury              | repetative fires in a field  |



## Appendix 3 – Internal Audit

27 May 2020

Dear Juanita,

**Owslebury Parish Council -  
Accounts for the year ended 31 March 2020 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2020. 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 2019 and updated in March 2020

The following item arose during the course of my Audit:-

1. I noticed from your Minutes that the Council is in the process of taking over responsibility for the Hall. Working on the basis that this is a "registered charity" then you must ensure (a) the Charity Commission are notified of the change and the Trustees (who, I assume, will be any Parish Councillor for the time being). (b) You must ensure that the Meetings of the Trustees and the finances are kept completely separate from those of the Parish Council as they are two separate bodies.
2. You will see that I have ticked the "not covered" box L on my report. In order to test compliance -with the Council's requirement for the exercise of public rights, I have to look at the Council's calculation of the public rights period and check the Council's website to confirm that the required items had been published. The External Auditor has confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all the required information was uploaded the day before the public rights period commenced, and that information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as "not covered".

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,

