

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
14th MAY 2018  
COMMENCING AT 8:20 PM IN OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Mark Egerton, Roger Page, Paul Phillips, Will Martin (left after item 91/18), Charlotte Thompson (left after item 89/18).

**IN ATTENDANCE.**

Responsible Financial Officer (RFO) Juanita Madgwick.

7 members of the public (5 left after item 89/18)

**77/18 APOLOGIES FOR ABSENCE.**

Councillor Paul Bowes

District Councillor Laurence Ruffell

**78/18 ELECTION OF CHAIR AND VICE CHAIR**

Councillor Phillips proposed Councillor Chapman be elected as Chair for 2018/19; Councillor Page seconded the resolution. The Council (Councillor Chapman abstaining) **Resolved** unanimously to appoint Councillor John Chapman as Chair for 2018/19. Councillor Chapman signed the Declaration of Acceptance of Office.

Councillor Chapman proposed Councillor Paul Phillips be elected as Vice-Chair for 2018/19; Councillor Egerton seconded the resolution. The Council (Councillor Phillips abstaining) **Resolved** unanimously to appoint Councillor Paul Phillips as Vice-Chair for 2017/18. Councillor Phillips signed the Declaration of Acceptance of Office.

**79/18 DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Councillors Mark Egerton, Roger Page, Charlotte Thompson and Will Martin signed the Declaration of Acceptance of Office.

Councillors agreed unanimously to accept the Code of Conduct provided by WCC.

**80/18 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Egerton declared a personal interest (as Treasurer) in matters affecting Owslebury Sports Club.

Councillors Bowes and Phillips declared personal interests (as members of the Owslebury Parochial Church Council) in matters affecting St. Andrew's Church.

Councillors Bowes, Phillip and Chapman declared personal interests (as members of the Owslebury Parish Hall Management Committee) in matters affecting the Parish Hall.

**81/18 REQUEST FOR DISPENSATION UNDER S33(1) LOCALISM ACT 2011.**

There were no requests for dispensation for disclosable pecuniary interests.

Councillors Chapman, Phillips, Page, Egerton, Martin & Thompson signed the Disclosable Pecuniary Interests form.

**82/18 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 9<sup>th</sup> April 2018, and the Council **Resolved**, unanimously, they were a true record.

**83/18 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning Applications**

Representatives from Morestead Grange commented on their recent planning application they explained that more room was needed, the extension did not overlook anything and there would be minimal impact on the environment.

Representatives from Bottom Cottage commented on their recent planning application from the feedback on the landscape observations there is a tree that cannot be felled and therefore they have moved the garage to accommodate this issue. The wall to be built will be built behind the current bushes. The neighbours were happy with the roof being raised.

A representative from Victoria Park commented that the extension would be contained to the eastside of the house therefore there would be no visual impact. The home office would not be a change of use and the fountain would not be very high.

A representative from Bressay commented that the extension was needed for extra living space for their growing family.

**b) Other Agenda items**

A member of the public wished to raise a concern on the Sheppard's Huts enforcement matter. He had phoned the enforcement department asking for an update on the matter and was not given any information. They said that they had no evidence that this was a current planning case. The clerk noted that this case had been on the enforcement list received in April. Councillor Chapman agreed to contact District Councillor Ruffell to take this matter further and obtain more information.

Action:	By Whom
To contact councillor Ruffell to discuss enforcement matter regarding Sheppard's Hut	Councillor Chapman

**84/18 PARISH COUNCIL REPRESENTATIVES FOR 2018/19.**

The Council **Resolved** unanimously to adopt the guideline for the role of parish council representatives set out in Appendix 1, agreed to the following Parish Council representative appointments, and noted appointments to the following local organisations:

- Councillor Chapman – *Parish Council representative for:* Broadband, Winchester District Association, Hampshire Association of Local Councils, Planning, Southern Parishes. *Local organisations:* Member of Owslebury Parish Hall Management Committee.
- Councillor Egerton – *Parish Council representative for:* Rights of Way, Tree Warden, Fly tipping, Travellers.
- Councillor Thompson – *Local organisation:* Associate Governor Owslebury Primary School. *Parish Council representative for:* Play area.
- Councillor Martin – *Parish Council representative for:* Neighbourhood Watch and Transport. *Local organisation:* Member of Morestead Parochial Church Council.
- Councillor Page – *Parish Council representative for:* Planning.
- Councillor Phillips – *Parish Council representative for:* Winchester District Association, Hampshire Association of Local Councils, Southern Parishes. *Local organisations:* Member of St. Andrew's Parochial Church Council, Member of Owslebury Parish Hall Management Committee, Chairman of Owslebury and Morestead Community Association.
- Councillor Bowes – *Local organisations:* Member of St. Andrew's Parochial Church Council, Chairman of Owslebury Parish Hall Management Committee, chairman Owslebury Neighbourhood Watch.

**85/18 PROCEDURAL AND CONSTITUTIONAL MATTERS.**

**A. Policies and procedures.**

The Council **Resolved** unanimously to approve or confirm the following:

- a) to approve Standing Orders for 2018/19;
- b) to approve Financial Regulations for 2018/19;
- c) to confirm the following policies approved by Council at previous meetings:
  - i. Risk Register as adopted by the Council on 13<sup>th</sup> January 2018.
  - ii. Fixed Assets Register reviewed on 9<sup>th</sup> April 2018.
  - iii. Complaints Procedures, as adopted by the Council on 11<sup>th</sup> May 2015.
  - iv. Freedom of Information requests, as adopted by Council on 9<sup>th</sup> June 2014.
  - v. Dealings with the press, as adopted by Council on 8<sup>th</sup> May 2017.
  - vi. Community Emergency Plan, as adopted by the Council on 8<sup>th</sup> January 2018.
  - vii. Safeguarding Children and Vulnerable Adults adopted by the Council on 8<sup>th</sup> May 2017.
  - viii. Health and Safety, as adopted by the Council on 12<sup>th</sup> June 2017.
  - ix. Grants and donations, as adopted by the Council on 8<sup>th</sup> May 2017.
  - x. Recruitment, as adopted by the Council on 8<sup>th</sup> May 2017.

**B. Insurance Arrangements.**

The Council had asked the clerk to obtain competitive quotes for the insurance of Owslebury Parish Council for the year 2018/19 (minute 72/18 (h)).

The quotes received were as follows:

- Zurich £790.00
- Norris & Fisher £734.94
- Came & Company Local Insurance £800.67

The Council Paul Phillips proposed the Council use Norris & Fisher and Councillor Chapman seconded it. The Council **Resolved** unanimously to appoint Norris & Fisher as the Councils insurance company for 2018/19.

The Council instructed the Clerk to make the necessary arrangements and authorised Councillors Chapman and Phillips to approve the electronic payment.

**86/18 DATES AND TIMES OF ORDINARY MEETINGS.**

The Council **Resolved** unanimously that in the absence of Bank Holidays, any special or urgent business or if determined otherwise by the Council, meetings would take place in the Parish Hall or Committee Room commencing at 7.30pm on the second Monday of the month.

**87/18 COUNTY AND DISTRICT COUNCILLORS REPORTS.**

The District Councillor had provided a report at the earlier Annual Parish Assembly.  
The County councillor had not provided a report.

**88/18 POLICE & NEIGHBOURHOOD WATCH REPORT.**

The council noted that there had been some crime in the surrounding area and the seasonal warnings had been put in place regarding leaving valuables in cars when visiting places. However there had been no significant amount of crime.

Councillor Phillips had been to the Southern Parishes Meeting on Monday 14<sup>th</sup> May and a report will be provided at the next council meeting in June.

**89/18 PLANNING**

**a) Planning applications**

SDNP/18/01693/HOUS	Bressay Main Road Owslebury Winchester Hampshire SO21 1LN
Proposal:	Single Storey Rear Extension, 2 storey side extension and associated alterations
Closing date (OPC):	18th May 2018

The Council had no objection to this planning application.

SDNP/18/01686/HOUS	Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY
Proposal:	Construction of front boundary wall 2 meters in high
Closing date (OPC):	18th May 2018

The Council had no objection to this planning application.

SDNP/18/01687/HOUS	Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY
Proposal:	Construction of double garage with home office above
Closing date (OPC):	18th May 2018

The Council had no objection to this planning application.

SDNP/18/01683/HOUS	Bottom Cottage, Owslebury, Winchester Hampshire SO21 1LY
Proposal:	Alterations and additions including raising of the roof to provide additional first floor accommodation
Closing date (OPC):	18th May 2018

The Council had no objection to this planning application.

SDNP/18/02269/HOUS	1 Bottom Pond Cottages, Morestead Hill, Morestead, Winchester Hampshire SO21 1JE
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Proposal:	Two storey front extension with minimal internal changes
Closing date (OPC):	29th May 2018

SDNP/18/02270/LIS	1 Bottom Pond Cottages, Morestead Hill, Morestead, Winchester Hampshire SO21 1JE
Proposal:	Two storey front extension with minimal internal changes
Closing date (OPC):	29th May 2018

The Council asked the clerk to contact the planning department to clarify the position in terms of the size of the extension as it seems out of proportion and what are the guidelines in terms of the proposed appearance of the house against the current appearance of the neighbour's house.

Action: Contact Planning Department	By Whom
Make further enquiries regarding the proposed extension.	The Clerk

SDNP/18/02277/HOUS	Victoria Park, Baybridge Lane, Owslebury, Hampshire, SO21 1JN
Proposal:	Development of two detached, ancillary garages, including home office, and garden fountain feature
Closing date (OPC):	30th May 2018

The Council had no objection to this planning application.

SDNP/18/02244/HOUS	Morestead Grange, Morestead Hill, Morestead, Winchester, Hampshire SO21 1LZ
Proposal:	Single storey extension
Closing date (OPC):	1 <sup>st</sup> June 2018

The Council had no objection to this planning application.

**b) Planning Decisions.**

i) The clerk noted she had been informed of the following planning decisions by SDNP:

SDNP/18/00712/FUL	Marwell Wildlife, Thompsons Lane, Owslebury, Hampshire, SO21 1JH
Proposal:	Refurbishment and extension of existing toilet block and renewal and relocation of play area.
Outcome	Approved

SDNP/18/00983/FUL	Baybridge Park, Baybridge Lane, Owslebury, Hampshire, SO21 1JN
Proposal:	Erection of stable block
Outcome	Approved

SDNP/18/00988/FUL	Longfields, Whites Hill, Owslebury, Winchester, Hampshire, SO21 1LT
Proposal:	Proposed change of use of existing detached building (ancillary to dwelling) to use for holiday letting accommodation with associated parking.
Outcome	Approved

SDNP/18/01115/CND	Belmore Hill Court , Belmore Lane, Owslebury, SO21 1JW
Proposal:	Variation of condition 2 of old planning consent W02293/9.
Outcome	Approved

**c) Enforcement Matters**

The clerk noted she had received an updated list of Enforcement planning applications however there was no updates for these enforcement matters.

**d) Matterley Estate**

The clerk notes that planning application SDNP/18/01017/FUL a proposed water reservoir in part of the Estate has been withdrawn.

**90/18 AFFORDABLE HOUSING**

**a) Hastoe Email**

The council **Resolved** that they did not wish to reply to this email

**b) WCC Council Officer to Attend a Future Meeting**

The Council **Resolved** that they would like to take WCC up on the offer to invite a WCC Officer to a future meeting. The Council asked the clerk to invite the Officer to a future meeting.

Action:	By Whom
To invite the WCC affordable housing officer to a future meeting	The Clerk

**91/18 HIGHWAYS**

**a) Update on Meeting with Hampshire Highways**

The council noted that the clerk and assistant clerk had met with Hampshire Highways. The Chairman asked the clerk to set up a meeting with Hampshire Highways to discuss Lower Baybridge Lane.

The council noted that sensor strips had appeared on the C9/ Bottom Pond road and asked the clerk to email HH as to why they are there.

Action:	By Whom:
To set up a meeting with Hampshire Highways regarding Lower Baybridge Lane	The Clerk
To email Hampshire Highways regarding sensor Strips on C9 & Bottom Pond	The Clerk

**b) Whaddon Lane**

The council noted that the Chairman had contacted County Councillor Humby regarding this problem and that he had responded that 'HCC are aware of the problem and is included in the provisional 2018/19 drainage programme.' Hampshire Highways had visited the site on Monday 9<sup>th</sup> April to look at options to alleviate the flooding. It is their intention to carry out several trial holes to determine the ground condition. The works should be carried out within 4-6 week of this date.

**92/18 RIGHTS OF WAY**

**a) Red Lane Gate Post Damage**

Councillor Chapman and the assistant clerk visited the site and the damage to the post is minimal and needs no further action.

It was noted by the Councillors that rubble and chalk had been tipped down the end of Pitcot Lane. Councillors Chapman & Egerton are going to visit the site.

The clerk noted that this had already been reported to HCC via the rights of way portal and that she would chase them up.

Action:	By Whom:
Visit Pitcot Lane to see extent of rubble and chalk	Councillors Chapman & Egerton
To Chase 'Right of Way'	Clerk

### 93/18 OPEN SPACES, RECREATION AND PLAY GROUND

#### a) Commemoration Stone

The council noted as Councillor Bowes was not present they would ask for a report on the stone for the next meeting in June.

Action:	By Whom:
To report on the commemoration Stone for Junes meeting to discuss possible works that need to be carried out	Councillor Bowes

#### b) Staggs Gate Pond

The clerk noted that the new sign had been purchased and was ready to install at the pond. Councillor Egerton suggested that the Lengthsman could install this.

The Council discussed that 'Whips' should be purchased in the autumn time to be planted to mark the roadside boundary. It was decided that this should wait until the September or October meeting.

#### c) Pigs in Glebe Field

The Council noted that the clerk had received an email that some pigs had been found in Glebe field and had dug up a considerable amount of earth on one side of the field.

The Council **Resolved** that the clerk would contact Steve Comley for a quote to fix the problem.

Action:	By Whom:
To contact Steve Comely to rectify Glebe field	The Clerk

### 94/18 FINANCE, ADMINISTRATION AND STATUTORY

#### a) Payments and Receipts

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

Voucher	Amount (£)	Payee	Purpose	
<b>PAYMENTS</b>				
6	19.12	M Cleary re 1&1 Support agreement invoice no. 203013704176	Website	Electronic
7	165.00	WCC Dog Waster Jan-Mar	Dog Bin emptying	Electronic
8	135.50	J Madgwick	April expenses (Office Equipment £118.99, Stationary £12.49, Stamps £4.02)	Electronic
9	352.00	Clerks Salary	Clerks net pay April	Electronic
10	88.00	HMRC	April PAYE clerk	Electronic
11	144.89	Assistant Clerks Salary	Assistant clerk net pay April	Electronic
12	96.40	HMRC	April PAYE assistant clerk	Electronic
13	88.45	Parish Hall invoice April Meetings	April room bookings	Electronic
14	176.21	Southern Electricity Street lighting	Street Lighting	Electronic
15	205.00	John Murray	Internal Audit	Electronic
16	40.00	Mint Signs (Michael Paid)	Stagg Pond Warning Sign	Electronic

The Council noted the following receipts:

Voucher	Amount (£)	Payee	Purpose	
<b>RECEIPTS</b>				
1	11,146.00	WCC	PRECEPT	Electronic
2 TO 6	480.00	Various Donors	Donations under S139 LGA 1972 for ADD	Electronic/Cheqs
7	27.50	Penni Harrison Playground use	Use of play area April	Electronic
8	0.04	Lloyds	Interest	Electronic

#### b) Internal Audit 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 one observation regarding providing funds to churchyard maintenance. There is a case currently going on between HALC and the Church's solicitors in connection with councils providing funds for church yard maintenance as OPC has done in the past, that parish

councils should not provide these grants, however the auditor sees no reason why OPC should not continue to do so until there is case law to suggest otherwise. (See Appendix 2).

**c) Scope of internal Audit 2018/19 Onwards**

The Council considered the scope of the internal audit for 2018/19 onwards. It noted the qualifications of the current internal auditor, John Murray Chartered Public Finance Accountant, his experience including as internal auditor for other councils, and his independence from the Clerk and Councillors. The Council unanimously **Resolved** to continue with John Murray as internal auditor.

**d) To Approve Section 1 'Annual Governance Statement for 2017/18'**

**i) To note the review of internal control (minute 72/18 (b))**

The clerk reminded the Council of the RFO's comments on the financial results from the Aprils meeting (minute 72/18 (b) Appendix 3). The Council noted the discussion on why OPC should sign Section 1 of the AGAR and supporting comments from Aprils meeting (minute 73/18 (b)) and the Internal Auditors comments from the internal audit report.

**ii) To Approve Section 1 'Annual Governance Statement for 2017/18'**

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.

**e) To Approve Section 2 'Annual Governance Statement for 2017/18'**

The Council **Resolved** unanimously to approve Section 2 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement therein and authorised the Clerk to submit the Annual Governance Statement and bank reconciliation to the external auditor, PKF Littlejohn LLP.

**f) To Note the RFO's Comments on the Accounting Statement on 2017/18**

The clerk noted that the 'Accounting Statement' has to be made available for public inspection from Monday 4<sup>th</sup> June to Friday 13<sup>th</sup> July 2018.

**g) To Authorise the Clerk to Serve agendas & Summons via email**

The Council **Resolved** unanimously that the clerk could serve the summons and agendas via email.

**h) To Note the Purchase of a new printer and disposal of the old printer**

The Council noted the purchase of the new printer and **Resolved** unanimously that the clerk could dispose of the old one to charity.

**95/18 CLERKS REPORT**

The Council noted the clerks report (Appendix 3)

**96/18 CODE OF CONDUCT**

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

**97/18 PARISH WORKSHOPS HELD BY SDNP**

The Council noted the workshops being held by SDNP in June 2018 and Councillor Chapman would like to attend and asked the clerk to book a place.

Action:	By Whom
To book a place on the SDNP Parish workshop	The Clerk

**98/18 OWSLEBURY YOU TUBE CHANNEL**

The Council discussed having a 'You Tube' account and channel to be able to show the ADD video that had been shown at the previous meeting to gain more support for the ADD campaign. It was Resolved unanimously that OPC would set up a 'You Tube' account after the 25<sup>th</sup> May 2018 after the GDPR law had come into place.

**99/18 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

There were no other issues councillors wished to include on the agenda for the next meeting apart from those already identified at the meeting.

**100/18 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next Council Meeting would be on Monday 11<sup>th</sup> June 2018 at 7.30pm in the Committee Room.

The meeting closed shortly after 10:20pm

Chairman ....John Chapman.....Date: 11/06/18



## **APPENDIX 1: ROLE OF PARISH COUNCIL REPRESENTATIVES.**

1. The Parish Council may appoint a Councillors or Councillors to as act as Parish Council Representative for specific matters. Such appointments may be made at any time during the Council year, but cease at the May meeting of the Parish Council.
2. The Parish Council Representative's role includes:
  - a. to gather and keep abreast of information on their specialist area through research, discussion with WCC or other bodies or attendance at outside events or committees previously agreed by the Parish Council;
  - b. to listen to concerns of Parishioners, assess their importance and whether there is commonality of view amongst Parishioners, and to report such concerns to the Parish Council;
  - c. to keep any fellow Representative informed of developments or communications;
  - d. to update the Clerk periodically so as to avoid duplication with other areas of Parish Council work;
  - e. to recommend to the Parish Council policies or actions which may be beneficial to Parishioners, for debate and decision by the Parish Council;
  - f. when specifically mandated by the Parish Council, to represent the Parish Council's decisions to outside bodies;
3. The Parish Council Representative is not empowered to make any decisions on behalf of the Parish Council, but can only make recommendation for the Parish Council to debate and determine.
4. All formal communications with the press and outside bodies should, as always, be conducted through the Parish Clerk, unless the Parish Council specifically determines otherwise.
5. In order to ensure the role of the Parish Council Representative is effective, Councillors should refer any significant matter brought to their attention on a subject not within their Parish Council Representative role, to the appropriate Parish Council Representative. Similarly, unless determined otherwise by the Parish Council, Councillors should not become directly involved in any significant matter for which another Parish Councillor has been appointed Representative.

Originally adopted by the Parish Council June 2013 and re-confirmed annually.

APPENDIX 2: JOHN MURRAY, INTERNAL AUDITOR, LETTER TO THE COUNCIL



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

13 SHELLEY CLOSE  
WINCHESTER, HANTS  
SO22 5AS

Telephone 01962 868031  
Fax 01962 620355  
Mobile 07850 863612  
john.murray233@ntlworld.com

4 May 2018

Dear Juanita,

Owslebury Parish Council -  
Accounts for the year ended 31 March 2018 "Internal Audit"

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2018. 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 2017 and updated in March 2018

I have no matters I wish you to report to your Council save the following: -

- We discussed the maintenance grants you have made to Morestead Church in light of the Legal Note LO1-18 issued by NALC in January 2018. I understand that HALC's Policy Group are currently discussing this and will issued advice shortly. I have also seen the completely opposite advice from a Church Lawyer. In view of the fact that your Council has been using the provisions of the 1972 LGA to make these payments and they have not been challenged I can see no reason why you should not continue so to do until there is Case Law or further Legislation to clarify the situation.

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  
Harestock  
Winchester Hants.  
SO22 6JU

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



**APPENDIX 3: CLERKS REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON THE 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: 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

Overtaken by Hampshire Highways. Major capital work included in 2018/19 budget to improve drainage.

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

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

Awaiting information from District Councillor 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

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

On agenda for meeting

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

In-hand.

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

In-hand for May or June meeting.

Action: Communities against Noise and Speed	By Whom:
<ul style="list-style-type: none"><li>• Clerk to invite Chairman to the June of July Council meeting.</li></ul>	Clerk

In-hand for June or July meeting

Action: HALC	By Whom:
<ul style="list-style-type: none"><li>• Clerk to bring forward to a future meeting proposed charter' between WCC and parishes.</li></ul>	Clerk

In-hand for future meeting