

**OWSLEBURY PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON
13th MAY 2019
COMMENCING AT 8.15PM IN MAIN HALL, OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

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

IN ATTENDANCE.

Responsible Financial Officer (RFO) Juanita Madgwick

County Councillor Rob Humby (left after minute 69/19)

District Councillor Hugh Lumby (left after minute 69/19)

No members of the public were present

60/19 APOLOGIES FOR ABSENCE.

Councillor Paul Bowes

District Councillor Laurence Ruffell

61/19 ELECTION OF CHAIR AND VICE CHAIR

Councillor Phillips proposed Councillor Chapman be elected as Chair for 2019/20; Councillor Egerton seconded the resolution. The Council (Councillor Chapman abstaining) **Resolved** unanimously to appoint Councillor John Chapman as Chair for 2019/20. Councillor Chapman signed the Declaration of Acceptance of Office.

Councillor Egerton proposed Councillor Paul Phillips be elected as Vice-Chair for 2019/20; Councillor Chapman seconded the resolution. The Council (Councillor Phillips abstaining) **Resolved** unanimously to appoint Councillor Paul Phillips as Vice-Chair for 2019/20. Councillor Phillips signed the Declaration of Acceptance of Office.

62/19 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 **Resolved** unanimously to accept the Code of Conduct provided by WCC.

63/19 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

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

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

Councillor Phillips and Chapman declared personal interests (as members of the Owslebury Parish Hall Management Committee) in matters affecting the Parish Hall.

64/19 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 8th April 2019, and the Council **Resolved**, unanimously, they were a true record.

65/19 PUBLIC QUESTIONS AND COMMENTS.

There were no members of the public present.

66/19 PARISH COUNCIL REPRESENTATIVES FOR 2019/20.

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. *Local organisation:* Sports Club
- 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.

67/19 PROCEDURAL AND CONSTITUTIONAL MATTERS.

A. Policies and procedures.

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

- a) to approve Standing Orders for 2019/20;
- b) to approve Financial Regulations for 2019/20;
- c) to confirm the following policies approved by Council at previous meetings:
 - i. Risk Register as adopted by the Council on 14th January 2019.
 - ii. Fixed Assets Register reviewed on 8th April 2019.
 - iii. Complaints Procedures, as adopted by the Council on 11th May 2015.
 - iv. Freedom of Information requests, as adopted by Council on 9th June 2014.
 - v. Dealings with the press, as adopted by Council on 8th May 2017.
 - vi. Community Emergency Plan, as adopted by the Council on 14th January 2019.
 - vii. Safeguarding Children and Vulnerable Adults adopted by the Council on 8th May 2017.
 - viii. Health and Safety, as adopted by the Council on 12th June 2017.
 - ix. Grants and donations, as adopted by the Council on 8th May 2017.
 - x. Recruitment, as adopted by the Council on 8th May 2017.
 - xi. The Staff Appraisal Policy, as adopted by the Council on 8th April 2019.

B. Insurance Arrangements.

The Council had asked the clerk to obtain competitive quotes for the insurance of Owslebury Parish Council for the year 2019/20 (minute 56/19 i).

The quotes received were as follows:

- | | |
|----------------------------------|---------|
| • Zurich | £814.23 |
| • Norris & Fisher | £739.79 |
| • Came & Company Local Insurance | £769.59 |

Councillor 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 2019/20.

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

68/19 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.

69/19 COUNTY AND DISTRICT COUNCILLORS REPORTS.

The District Councillor had provided a report at the earlier Annual Parish Assembly.

County Councillor Humby wished to expand on his earlier report and mention the following points:

Whaddon Lane:

Cllr Humby noted that the works on Whaddon Lane had started and the contractors will be correcting the pipe work and will be adjusting the pipes above the old ones. The road will be made wider and straighter. The contractors will be also be re-doing the walls. The contractors will be paying for this works and not Hampshire Highways due to the works not being completed correctly the first time round.

Traffic Calming:

Hampshire Highways are concentrating on casualty reduction.

The smart motorway will increase capacity by 1/3. The increase of the capacity on the motorway should reduce the amount of cars on the village roads.

The Councillors asked Cllr Humby various questions on traffic calming and the smart motorway, which he responded to.

70/19 POLICE & NEIGHBOURHOOD WATCH REPORT.

There was no neighbourhood report.

71/19 PLANNING

a) Planning applications

SDNP/19/01763/CND	Boxwood Baybridge Lane Owslebury Hampshire SO21 1FT
Proposal:	Removal or Variation of Condition 3 of approved planning permission 12/00378/SFUL
Deadline for comments	17 th May 2019

The Council would like to put forward the following comments on this planning application:
'The Council see no compelling evidence that this condition should be removed. If this condition is removed the Parish Council would like to see constraints applied to the application so that it does not become a multiple residence.'

SDNP/19/02007/LDE	Hensting Hall Hensting Lane Fishers Pond SO50 7HH
Proposal:	The change of use of part of an agricultural building and some garden land to a dwellinghouse, as shown on the plans accompanying this application.
Deadline for comments	17 th May 2019

The Council have no objection to this planning application and therefore will make no comment.

b) Planning Decisions

SDNP/19/01113/LIS SDNP/19/01112/HOUS	The Cottage Main Road Owslebury SO21 1LN
Proposal	To replace existing single storey double garage with new single storey double garage including log store
Outcome	Approved

SDNP/19/00906/HOUS	Old Barn Cottage Main Road Owslebury SO21 1LU
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Proposal	Proposed replacement Oak Barn
Outcome	Approved

SDNP/18/06474/HOUS	Hill Farm Jackmans Hill Morestead SO21 1LZ
Proposal	Construction of detached 4 bay green oak framed garage. The roof space will be used for occasional accommodation, ancillary to the enjoyment of the dwelling house.
Outcome	Approved

c) Enforcement Matters

The Clerk noted that the Planning Inspector is due to visit the Shepherds Hut site in the next week.

The Council asked the Clerk to chase the enforcement department on the following enforcement cases as no update has been received:
Cranburys, Little Ranch and Magnolia.

Action:	By Whom:
To contact the enforcement department regarding the following enforcement cases: Cranburys, Little Ranch & Magnolia	The Clerk

72/19 HIGHWAYS

a) Radar Speed Sign

After some discussion on the quotes received for the radar speed signs the Council decided that it would be beneficial to contact Hampshire Highways and discuss with them the positioning of the sign before buying the radar speed sign.

Action:	By Whom:
To contact Hampshire Highways and meet with them to discuss the possible positioning of a radar speed sign	The Clerk

b) General Matters

Councillor Martin noted that he had been contacted by a member of the public who lives in Hensting. He is concerned with the speed of vehicles driving along Hensting Lane. The member of the public wished to put a 'Hensting Hamlet' sign on both sides of the hamlet, part of the Hamlet is in Colden Common and part in Owslebury. He wished to gain consent to do this and financial help in this matter.

After some discussion it was decided that Councillor Martin should set up a meeting with this member of the public to discuss this further.

Action:	By Whom:
To contact the member of the public and arrange a meeting with them.	The Clerk Councillor Martin

73/18 RIGHTS OF WAY

a) General Matters

i. Litter

The Clerk had received several complaints on litter around the village. Councillor Thompson asked the PC why the annual litter pick did not happen this year. Councillor Martin explained that unfortunately the annual litter pick was unable to be organised this year due to holidays. The litter pick can only be done in March

before all the hedges and grass grows or the litter is not as visible. The Councillors felt that a litter pick could be organised in the autumn.

The Council felt that the Clerk should send out an OIS regarding litter across the village.

Action:	By Whom:
Send out an OIS regarding litter	The Clerk

ii. **Marwell Statement**

Councillor Chapman read out the statement from Marwell regarding their shooting schedule (See Appendix 2)

74/19 OPEN SPACES, RECREATION AND PLAYGROUND

a) **WWI Ring Fenced Money**

The Councillors wished to move this item to Junes meeting.

b) **Terms and Conditions for the use of the Playground and Glebe Field**

Councillors considered the new Terms and Conditions for the playground and Glebe Field. The Council **Resolved**, unanimously, to adopt the Terms and Conditions for the use of the playground and the Glebe field with the minor amendments brought up by the Council and asked the Clerk place a copy of the website.

c) **Play Area Repairs**

The Clerk had only received 1 quote for the playground repairs even though the clerk had written to 3 companies only 1 replied. The quote received was as follows:

Ava recreation £522.28 + VAT = £626.84

The Council **Resolved** unanimously to use AVA Recreation to carry out the playground repairs.

d) **Bank Tree**

The Clerk noted that she had been contacted regarding the Bank Tree and whether the Council will be feeding the tree over the course of the summer months. After some discussion the Council **Resolved** not to do anything with the Bank Tree.

e) **Lengthsman Scheme 2019/20**

The Council noted the lead council for the Lengthsman scheme for 2019/20 would be Colden Common. The Clerk advised the Council the usual contract between the lead council and the participating councils would need to be signed in order for the Council to remain in the Scheme. The Council **Resolved** unanimously to authorise the Clerk to enter into such a contract. The Chairman signed the agreement.

75/19 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	Purpose
2	72.00	HALC (Intro Playarea Inspection) Inv. INV-3156	Training
3	30.53	SSE (Street Lights)	Street Lights
4	336.00	HALC (Association Fee 2019/20)	Association Fee
5	16.87	1&1 Invoice (203017150000) Extended Support	Website
6	40.00	Hampshire Playing Fields Association	subs for year
7	494.36	Clerks Salary April 19	Clerks Salary
8	123.40	HMRC	Tax
9	89.59	Clerks Expenses April 19	Expenses
10	2.95	Paper	Stationary
11	21.65	OPH Hall Hire March 19	Hall hire
12	14.00	Ink Cartridge	Printer Cartridges
13	14.36	SSE (Street Lights)	Street Lights
14	205.00	Steve Comley (Grass Cutting April)	Playground and Glebe Field

Receipts:

Voucher	Amount (£)	Payee
RECEIPTS		
1	11,158.00	Precept
2	0.04	Interest Business banking account
3	21.25	Penni Harrison Use of Playground

b) To Review the Expenditure incurred Under S137 for the Year 2018/19

The Councillors reviewed the expenditure that the Parish Council had made under Section 137 over the year.

c) Scope of the Internal Audit 2019/20

The Council considered the scope of the internal audit for 2019/20 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 2018/19'

i) To note the review of internal control (minute 56/19 (b))

The clerk reminded the Council of the RFO's comments on the financial results from the Aprils meeting (minute 56/19 (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 56/19 (b)).

ii) To Approve Section 1 'Annual Governance Statement for 2018/19'

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 2018/19'

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 2018/19

The clerk noted that the 'Accounting Statement' has to be made available for public inspection from Monday 17th June to Friday 26th July 2018.

g) Grants Under Section 137

i. St Andrews Church

After some discussion The Council **Resolved**, unanimously to provide a grant of £400.00 to St Andrews Church for ground maintenance of the Church yard.

ii. Morestead Church

After some discussion The Council **Resolved**, unanimously to provide a grant of £200.00 to Morestead Church for ground maintenance of the Church yard.

iii. Owslebury Senior Citizen Club

After some discussion The Council **Resolved**, unanimously to provide a grant of £100.00 to Owslebury Senior Citizen Club.

h) Review the Data Protection Policy

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

76/19 CLERKS REPORT

The Council noted the clerks report (Appendix 3)

77/19 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

Councillor Chapman noted that he received an email asking if the Parish Council would like a stand at the village fete in June. The Council felt that they did not have enough time to organise a stall and asked Councillor Chapman to email the fete committee to kindly decline their offer this year.

78/19 DATE OF NEXT COUNCIL MEETING.

The Council agreed the next Council Meeting would be on Monday 10th June 2019 at 7.30pm in the Committee Room.

The meeting closed at 10:22pm

Chairman:

John Chapman

Date: 10th June 2019

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

Shooting Range Statement April 2019

Marwell Wildlife carries out regular firearms training within the grounds, as part of the compliance requirements of our Zoo Licence, issued under the Zoo Licensing Act 1981. This practice has been carried out for over 20 years. All our staff involved are fully trained, through an accredited training programme delivered by Sparsholt College, and are supervised by a competent member of the team. All Marwell Wildlife's firearms team members carry out a minimum of 4 training sessions per year (sometimes more depending on training needs and competency). Competency training is carried out annually by Sparsholt College on Marwell Wildlife's range to ensure we maintain the highest levels of competency throughout the whole team.

In recent years we have made some adjustments to this facility, to cover changing legislative requirements and a change in licence. The site, which now includes a purpose-built shooting wall with banked sides, has been signed off by Hampshire Constabulary's Firearms Department. The area is surrounded by clear warning signs at a safe distance from the bridleway, clearly visible to anyone entering the woods in the vicinity.

Within the terms of our firearms licence, we hold a range of firearms (including rifles and pistols) that cover all the various needs and requirements of our emergency procedures for safe operation of the zoological park. These rifles are now moderated by sound restriction, further reducing any noise impact in the immediate area.

The location of the range (indicated in the aerial map shown below) and its surrounding is set with large walls and banks. All used ammunition is retained in the shooting wall or surround, with the exception of birdshot (used when shooting clays) which lands in the cordoned off area over the range.

All the improvements we have made to the range have been carried out to ensure we meet all legislative needs and with the guidance and support of Hampshire Constabulary.

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: Positioning of signs.	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss with HH positioning of signs at Longwood Road junction and Portsmouth/Hurst Lane. 	Clerk
<ul style="list-style-type: none"> • To discuss with Hampshire Highways on their visit to Owslebury in March. 	
Action: HGV signage	By Whom:
<ul style="list-style-type: none"> • Councillors/Clerk to consider need/cost re better signage to local businesses. • Councillors/ Clerk to consider better signage at Whites Hill and Jackmans Hill 	Clerk
<ul style="list-style-type: none"> • To discuss with Hampshire Highways on their visit to Owslebury in March. 	
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