

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
11th May 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

IN ATTENDANCE.

Responsible Financial Officer (RFO) Juanita Madgwick

District Councillor Hugh Lumby (Left after item 52/20)

CSO Gary McCulloch (Left after 49/20)

5 members of the public was present (4 left after item 50/20 a) and (1 after item 51/20).

44/20 APOLOGIES FOR ABSENCE.

County Councillor Rob Humby

District Councillor Laurence Ruffell

Councillor Charlotte Thompson

45/20 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Will Martin disclosed an interest in item 53/20 (h) (b) Grants Under Section 137 and item 50/20 (d) Planning Appeals. Councillors Paul Phillips & Paul Bowes disclosed an interest in 53/20 (h) (b) Grants Under Section 137.

46/20 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 9th April 2020, and the Council **Resolved**, unanimously, they were a true record.

47/20 PUBLIC QUESTIONS AND COMMENTS.

a) Planning Applications

3 Hilly Close

The planning applicant noted that they are reapplying for a planning application that had lapsed. They noted that there would be no increase in size or structure; they wished to replace the garage like for like and replace the conservatory roof.

Victoria Park

The planning applicant had changed their mind on a previous approved application to build a new garage they wished to now do something different, simpler. This application would be less intrusive as it would be built into the hillside.

16 Hilly Close

The applicants wished to add a cloakroom which would be 1 metre larger than the current veranda for disabled access.

48/20 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 Grants for Village Halls are available however these grants are not for pubs however there should be other help for them.

A Councillor asked if the verges would still be cut this year. Councillor Lumby noted that verges would still be cut this year under some degree of prioritisation.

49/20 CSO REPORT

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

The CSO noted that the new hours are working well. He also noted that he had some country watch stickers to place around the village.

50/20 PLANNING

a) Planning Applications

SDNP/20/01602/HOUS	3 Hilly Close Owslebury SO21 1LW
Proposal	Front dormer window, replacement garage and new windows, roof tiles and roof light to existing conservatory
PC Comment	The Parish Council do not wish to make a comment on this planning application.

SDNP/20/01401/HOUS	Victoria Park Baybridge Lane Owslebury SO21 1JN
Proposal	Development of a detached garage
PC Comment	The Parish Council do not wish to make a comment on this planning application.

SDNP/20/01765/HOUS	16 Hilly Close Owslebury Winchester SO21 1LW
Proposal	Single Storey Rear Extension
PC Comment	The Parish Council do not wish to make a comment on this planning application.

b) Planning Decisions

There were no planning decisions

c) Enforcement Matters

Long Ash:

It had been brought to the Councils attention that possible agricultural land was possibly being made into a garden for the new house that had been built in the garden.

After some discussion the Councillors **Resolved** unanimously for the Clerk to write to the owners of Long Ash to confirm their plans for the land.

Action:	By Whom:
To write a letter to Long Ash on possible planning enforcement issue	The Clerk

The Ship Garden:

It had been brought to the Councillors attention that there were poly tunnels in the pub garden with no planning permission.

After some discussion the Councillors **Resolved** unanimously for the Clerk to write to the landlord of the Ship.

Action;	By Whom:
To write to the Ship	The Clerk

d) Planning Appeal

SDNP/19/03922/HOUS	Magnolia Hensting Lane Owslebury SO21 1LE
Proposal	Side Extension to existing flat roof dormer (retrospective)
PC Comment	The PC would not remove their comment on this planning application

51/20 RIGHTS OF WAY

a) Red Lane

The Clerk noted that she had received 2 quotes to remove the rubble and make good Red Lane.

SDG: £850 + VAT
Lockhams Recycling Centre: £6,552.00 Inc VAT

After some discussion the Council **Resolved** unanimously to use SDG.

b) Footpath 4

The Clerk noted that the North of the Footpath has been cleared. The Southside has still not been cleared. After some discussion the Council asked the Clerk to write to the Landowner to clear the Footpath, but wait until such time that it is safe to do so, when the birds have stopped nested (after August).

Action:	By Whom:
To contact the Landowners of the South of footpath 4	The Clerk

c) Lengthsman Scheme

The Council noted the lead council for the Lengthsman scheme for 2020/21 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 Clerk noted that the Lengthmans contract costs more than the HCC funding and due to the current situation Colden Common did not feel that it was appropriate to go out to tender. Therefore it would cost the Council £56 for the year. After some discussion the Councillors **Resolved** unanimously to pay this for the Lengthsman scheme.

d) Other Matters

It had been noted that a tree stump had been placed on the roundabout by the Ship. The Council asked the Clerk to contact HCC to remove this stump.

Action:	By Whom:
To contact HCC to remove stump	The Clerk

52/20 COVID-19

The Councillors felt that the current system was working well in the village. The Clerk suggested putting a note on the OIS about the Winchester Village Trust in case any villagers needed extra financial help at this time. The Councillors agreed.

Action:	By Whom:
Put OIS about Winchester Villagers Trust	The Clerk

53/20 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
1	16.87	IONOS - Website Support	DD
2	165.00	WCC - Dog Bin Jan - Mar 20	
3	387.60	Clerks Salary April 19	
4	96.80	HMRC	
5	220.00	Steve Comley (Grass Cutting April)	
6	125.00	Grant to St Andrews Church	Paid
7	7.71	SSE (Street Lights)	
8	299.48	Swanmore PC (CSO)	
9	14.39	Zoom	CC
10	337.46	HALC Association Fee 20/21	
11	56.00	Colden Common PC (Lengthsman)	

Receipts:

Voucher	Amount (£)	Payee	
RECEIPTS			
1	11,908.00	Precept	
2	1,957.21	CIL (SDNP)	
3	0.04	Interest on Business Account	

b) To Review the Expenditure incurred Under S137 for the Year 2019/20

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

c) Scope of the Internal Audit 2020/21

The Council considered the scope of the internal audit for 2020/21 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) Section 1 Annual Governance and Accountability Return (AGAR) 2019/20.

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk. The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR.

e) To Approve Section 1 'Annual Governance Statement for 2019/20'

i) To note the review of internal control (minute 53/20 (d))

The Council noted the discussion on why OPC should sign Section 1 of the AGAR and supporting comments from minute 53/20 (d)).

ii) To Approve Section 1 'Annual Governance Statement for 2019/20'

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.

f) To Approve Section 2 'Annual Governance Statement for 2019/20'

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.

g) To Note the RFO's Comments on the Accounting Statement on 2019/20

The clerk noted that the 'Accounting Statement' has to be made available for public inspection from Monday 15th June to Friday 24th July. The Clerk noted that the PC had been selected for intermediate review for the 2019/20 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review.

h) Grants Under Section 137

a. St Andrews Church

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

b. 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.

i) Insurance Arrangements

The Clerk noted that the insurance premium for the year 2020/21 would be £750.19 with Norris & Fisher.

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

54/20 INFORMATION EXCHANGE

There were no specific matters councillors wished to include on the June agenda other than those noted above.

55/20 DATE FOR NEXT MEETING

The Council agreed the next Council Meeting would be on Monday 8th June 2020 at 7.00pm **virtually via Zoom**.

The Meeting Closed at 20:30

Chairman:

Date:

Appendix 1 – District Councillors Report

Winchester City Councillor Report May 2020

1. Introduction

Winchester City Council's principle focus at the moment remains on addressing issues arising from Coronavirus. Its definitive list of advice can be found on the Council's website at <https://www.winchester.gov.uk/covid19>.

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. Housing

The Council are continuing to offer urgent housing repairs for council tenants but are otherwise rescheduling repair and routine maintenance for them until later in the summer.

Hampshire Home Choice is currently not operating save for emergency situations. Properties that become available are therefore not being advertised at present.

3. Refuse collection and other waste issues

Waste and recycling collections are continuing for now on their usual cycle and no reduction in service is currently anticipated. The exception is bulky waste collection which has been paused for now. As ever, if any resident doesn't have their refuse collected on the scheduled day, they should promptly report this via the Council's website.

Bottle banks are being utilised to a greater extent at the current time which has led to some overflowing. Residents are asked to report any such overflowing so that the bottle banks can be emptied out of their usual cycle.

As previously reported, Hampshire County Council has closed the waste depots across the county in line with Government guidance. These are to re-open during the week starting 11th May, although there will be restrictions on use and residents are advised to check these in advance. There may, at least initially, be substantial delays as the site come back into operation.

There has been some increase in fly tipping across the District during this time, although this is not necessarily linked to the closure of the waste depots. In any event, residents are still encouraged to continue to report any incidents of fly tipping to the Council.

4. Bonfires

Residents are actively encouraged not to have bonfires. Coronavirus is a respiratory illness and bonfires could well be unhelpful to those affected.

5. Business support

The Council believes that around 2235 business across the District may be eligible for grants. To date, over 1587 have been paid. The number of businesses covered has been extended and representations in relation to potential gaps and grey areas continue to be made to Government. Any businesses who have not yet applied are encouraged to make applications without delay.

It should be noted that village and church halls as well as community shops may be entitled to grants and these are also encouraged to apply if they have not yet done so.

The Council is working on a business recovery plan to be implemented following the end of lockdown. This is to be considered by the Council's cabinet on 21st May.

6. Virtual meetings

Winchester City Council is preparing to hold all meetings on a virtual basis, starting this month. This will include the annual meeting of the Council (when the new Mayor is elected) and council and committee meetings (including planning committee meetings). Members will be utilising Google Teams and there will be facilities for members of the public to listen and participate.

7. Boomtown

Following discussions with the Council and the police, the organisers have decided to cancel this year's Boomtown Festival.

Laurence Ruffell Hugh Lumby

Appendix 2 - CSO Report

Points for Owslebury PC

The Covid 19 situation has changed my job description and I have really only been able to be highly visible as a deterrent for littering and dog fouling of paths and the like. I haven't spent as much time in the village center due to the reduction in vehicles, I felt that my time was better used around the village.

I feel that listing everything that I have done would be time consuming, so I have come up a plan for the coming weeks and months around my present Covid 19 duties and the period

immediately after. This will give the council something to measure against in the future and me something to do as I go round.

Along with the litter situation in and around the village I will work to educate about fly posting and dog fouling. When the restrictions are lifted, and I become trained and accredited, I will be able to enforce the village bylaws.

Build a positive community spirit with high visibility patrols and social media amongst others. I feel that by sharing safety information and up to date campaigns i.e. scams, fly tipping and bonfire regulations the community as a whole will feel better.

Positively engage with the community to build and reinforce the Councils relationship and reputation within the village and hamlets surrounding.

By providing up to date and relevant information for the village noticeboard

Report any defects in the parish such as play areas that I come across during patrols or that are reported to me

Check on general cleanliness of public areas

Assist with any care of the environment schemes that the village has

Check the state of footpaths, styles, field gates, ponds and streams

By far the biggest deterrent is visual and therefore I will be tidying and cleaning signs throughout the parish. This will be the easiest way to initially show we care.

I have managed to "obtain" some Hampshire Police CountryWatch signs and I have passed these out already. I have asked for more

Paul has given me some shiny and new Neighbourhood Watch signs and I will be putting these up again as a visual deterrent.

I have had a very quick discussion with Paul about also being a no cold calling zone. I know how to achieve this and will be doing this as I go round and discuss membership with parish residents. The cost of the relevant signs is something that I will have to come to the Council for funding for but I will have a plan in place for that in due course.

Where I can I am going to increase my engagement with the village and hamlets by attending local groups and organisations e.g., the Post Office.

You may notice that the above accounts for about sixty percent of the CPRE Best Kept Village criteria. I understand that entering is a council decision but if I use their criteria to better the village it will have a positive affect all round