

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
11th November 2019  
COMMENCING AT 7:30 PM IN OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman (Chair).

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

**IN ATTENDANCE.**

Responsible Financial Officer (RFO) Juanita Madgwick

Tracey Molloy (Swanmore PC Executive Officer) Left after item 154/19 (a)

John Woodman (Swanmore PC Chairman) Left after item 154/19 (a)

13 members of the public were present. 10 left after item 153/19 (b)/ 2 left after item 156/19 (a) and 1 left after item 157/19 (a)

**150/19 APOLOGIES FOR ABSENCE.**

Councillor Paul Bowes

County Councillor Rob Humby

District Councillor Laurence Ruffell

District Councillor Hugh Lumby

**151/19 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Martin declared an interest in the planning application SDNP/19/03922/HOUS

**152/19 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 14<sup>th</sup> October 2019, and the Council **Resolved**, unanimously, they were a true record.

**153/19 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning Applications**

**Magnolia, Hensting Lane**

The applicant read out a letter which had been circulated to the Council before the meeting. See Appendix 1.

**b) Other Agenda Items**

3 members of the public were threatening towards a Councillor. The Chairman asked them to leave unless they had a valid question or comment on an agenda item. They did not wish to discuss any agenda item. They were calling the Councillor names. They were told if they wished to make a complaint regarding the Councillors conduct they should contact the Clerk and go through the complaints process or contact the Standards Committee at Winchester City Council and go through the proper channels. The Chairman asked them to leave as this was a private matter and not a Council matter. The 3 members of the public left after the Clerk had given them the Clerks email address and ask them to contact her.

## **Bridleways and Footpaths**

The Chairman made a statement before the members of the public spoke.

The Parish Council would like to work out a way forward with all users that use the rights of way. The Parish Council would like to try and educate people how to use the bridleways and make their concerns public.

The Chairman had asked the police to comment and he forwarded on some websites. The Parish Council feel that it is important to get people to respect each other when using the bridleways and footpaths in the village and would like to set up a rights of way group to help educate the village.

7 members of the public wished to discuss the use of the bridleways & footpaths as there had been some incidents on the bridleways which were concerning.

The members of the public were glad that the PC were taking this seriously and felt that setting up a bridleway group would be a good idea and they would like to be a part of this group. They felt that generally the local people respect the bridleways and in the majority of cases it is the 'out of towners' who cause the issues in the village.

The members of the public were unsure of who to contact if there was an accident, if the bridleway condition needed attention or who owns the land of the bridleways.

The Chairman responded that any member of the public can contact Hampshire Countryside using the Hampshire County Council website. Most of the land the bridleways are on are privately owned and the state of the footpaths/ Bridleways are the responsibility of the landowners. The members of the public wished to know how to find out who the landowners are. The Chairman responded that if the land was registered you can use the Land Registry, however this does cost. If the Land is not registered it is very difficult to find out who owns the land.

The members of the public asked if the PC if they knew who had the right of way on a bridleway?? The PC did not know but will find out.

Councillor Phillips noted that at the recent SDNP workshop SDNP were keen to help with footpaths and bridleways.

## **154/19 POLICE & NEIGHBOURHOOD WATCH**

### **a) ACSO – Swanmore PC**

The Chairman and Executive Officer of Swanmore PC spoke about employing an ACSO.

The Chairman of Swanmore PC noted that they had first employed a ACSO 4 years ago and had partnered with other PC's, however he had left in July and now they are recruiting for another ACSO which they are partnering with other PC's and would like to have Owslebury PC on board too.

The Chairman of Swanmore PC noted that the last ACSO had done a good job interacting with the local community and had built good relationships with them. The ACSO has 35 different powers that they can exercise.

Swanmore PC had received positive feedback over the last 3 years. The ACSO does work with the police. They help and support the ACSO with problems, who in turn helps bridge the gap between the village residents and the police.

The Parish Council asked the following questions which Swanmore PC responded to:

- Would the ACSO sign post the community to the correct place/person if they had an issue?

Yes they would be the link between the community and the police.

- What was the initial feedback in Swanmore?

The immediate feedback within the community was very positive.

- Has there been a reduction in crime?

Yes, as the ACSO was able to feedback any intelligence immediately. When the ACSO left there was a rise in anti-social behaviour.

- Would the ACSO be allowed to go into the local School/ Social Clubs to talk to children and have surgeries?

Yes the ACSO would be more than happy to go into the school and have meet and greet sessions with the local clubs.

- Could Owslebury PC have a trial period for 15 months??

Yes Owslebury PC could have a trail period of 15 months.

- Speed and volume of cars is an issue in the village would the ACSO be able to be present at school run times & before/ after work to slow the traffic and walk/ ride the bridleways??

Yes the ACSO will be available at various times of the day. The ACSO will have a bike so will be able to ride the bridleways.

After some discussion the Parish Council **Resolved** unanimously to hire the ACSO for 10 hours a week for 15 months until April 2021.

## **b) Guidance of the use of the Footpaths, Bridleways & Rural Roads**

The PC discussed setting up a 'Rights of Way' group to be the liaison with the ACSO, Police, HCC & SDNP. The group would need to come up with guidelines on how to use the rights if ways.

The PC discussed recruiting people from local cycling groups, rambling groups, local walkers and horse riders so that all parties are represented.

The PC will actively recruit local residents to set up the group and speak to SDNP & Hampshire Countryside to find out key contacts.

Action:	By Whom:
To find key contacts in SDNP & Hampshire Countryside Set up 'Rights of Way Group'	The Clerk

## 155/19 COUNTY AND DISTRICT COUNCILLORS REPORTS

The County Councillor was not present so no report was made.

### DISTRICT COUNCILLORS REPORT

District Councillor Ruffell and Lumby commented on the district Councillor Report (Appendix 2), which had been circulated to councillors before the meeting.

## 156/19 PLANNING

### a) Planning Applications:

SDNP/19/045597/HOUS	2 Lower Farm Cottages, Whaddon Lane, Owslebury, SO21 1JJ
Proposal:	Replacement of existing conservatory with new conservatory
PC Comment:	The Parish Council do not wish to comment on this planning application.  The Parish Council request SNDP Planning to place a condition on this application which says that construction traffic must not block any roads and park must park responsibly. Also that the applicant must make good any damage to any verges etc.

SDNP/19/03922/HOUS	Magnolia Hensting Lane Owslebury SO21 1LE
Proposal:	Side extension to existing flat roof dormer
PC Comment	The Parish Council do not wish to comment on this planning application.

SDNP/19/04879/FUL	Owslebury Baybridge Water Supply Reservoir and Water Booster Station Belmore Lane Owslebury Hampshire
Proposal:	Installation of a replacement equipment kiosk
PC Comment	The Parish Council do not wish to comment on this planning application.

### b) Planning Decisions:

SDNP/19/01763/COND	Boxwood, Baybridge Lane, Owslebury, Hampshire, SO21 1FT
Proposal:	Removal or Variation of Condition 3 of approved planning permission 12/00378/SFUL
Decision:	Refused

SDNP/19/04185/HOUS	Rowhay Farm, Roughay Lane, Upham, Hampshire, SO32 1JP
Proposal:	Demolition of existing west elevation lean-to and construction of single storey linked study/farm office, Two storey extension over existing single storey annexe, proposed balcony, raised patio area and new windows and doors to main dwelling, proposed new front portico entrance, remodelling

	of existing fenestration, partial demolition and internal alterations.
Decision:	Approved

SDNP/19/04114/OHL	Elm Farm Baybridge Lane Owslebury Winchester Hampshire SO21 1JN
Proposal:	Existing overhead line to be changed from open wire to ABC and mid span pole to be replaced by taller pole to increase overall height of line.
Decision:	Overhead Lines – No objection

SDNP/19/03411/HOUS	Marwell House Whaddon Lane Owslebury SO21 1JF
Proposal:	Proposed roof extension, exterior refurbishments and re-configuration of internal layout including the central staircase. External refurbishments to include: Brickwork re-pointing and repairs, like-for-like window replacement, replacement of window cills, refurbishment and replacement of rainwater goods to match existing, coping stone replacement, like-for-like repair and refurbishment of roof, replacement of existing lead gutters and leadwork generally to the roof.
Decision:	Application Withdrawn

**c) Enforcement:**

The Clerk noted that that the enforcement department had sent the open enforcement cases to her and she had sent them to the Councillors prior to the meeting.

**d) Eastleigh Plan:**

The Chairman noted that a significant number of people could turn up on the 22<sup>nd</sup> November to Botley Grange for the planning inspectors hearing session.

ADD have spoken to the inspectors planning manager to request that adequate parking be provided for members of the public. There should be some parking at the Hotel and the Ageas Bowl with busses to transport people to the Hotel.

Owslebury would like to invite as many people as possible along with banners for a demonstration.

The Chairman noted that they had found someone to present Owsleburys case at the hearing on 7<sup>th</sup> Dec & 9<sup>th</sup> Jan.

The Chairman will write to the village to put out on the OIS.

Action:	By Whom:
To write something regarding the Planning Inspectors hearing in OIS	The Chairman

**157/19 HIGHWAYS**

**a) The Ship Inn Islands**

Councillors Phillips and Chapman visited the Islands with a local resident to see if what if anything needed to be done regarding the parking issue. The resident pointed out that this was the only place that he could park. The Councillors felt that the Islands need to stay active for the school buses.

There was discussion around putting advice signs on the islands & at the Ship Inn. The Councillors asked the Clerk to contact the Ship Inn for help on this matter as most cars that park there use the pub.

The Councillors asked the Clerk to contact Councillor Humby for advice with traffic management. It was noted that Hampshire Highways would need to agree with any changes that were made.

Action:	By Whom:
To contact the Ship Inn for help on the traffic problem at the Islands. To contact Rob Humby regarding traffic management advice	The Clerk

#### **b) Speed Sign**

Councillor Martin noted that all the paperwork for the speed sign had been sent to Hampshire Highways and an email with confirmation of this had been received.

#### **c) Signs on Hurst Lane**

The Councillors discussed where the signs should be moved to for better sight lines on the junction of Hurst Lane and Portsmouth road. After some discussion the Councillors felt the best place to move the signs were behind the road name. The Councillors asked the Clerk to contact HH to move the signs.

Action:	By Whom:
To contact HH to move the signs to behind the road signs	The Clerk

#### **d) Possible Signs at Baybridge Lane/ Lower Baybridge Lane**

After some discussion it was decided that it would be a good idea to arrange a visit by HH and discuss this with them.

Action:	By Whom:
To arrange a visit by HH	The Clerk

#### **e) Grips**

The Chairman asked the Clerk to contact HH to clean the grips on Jackmans Hill, Whaddon Lane and Hurst Lane and to clean the culvert in Jackmans Hill.

### **158/19 RIGHTS OF WAY**

#### **a) Red Lane**

The Chairman reported that the Council had received an email from the landowner of Red Lane noting that he was dissatisfied with the work done so far on the lane. Councillor Page has discussed this with the Land Owner. Councillor Page felt the work done was ok but as the weather had not been on our side it would be better to wait until Spring for the work to settle, and the weather improve. The Land Owner seemed happy with this. The Council asked the Clerk to send a note to the Land Owner to confirm this.

Action:	By Whom:
To send a letter to the Land Owner to confirm that that works	The Clerk

will resume in the Spring	
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### 159/19 PARISH HALL

The Clerk noted that she had received a letter from the Parish Hall Committee asking if the OPHMC could transfer the responsibility of the Parish Hall over to the PC.

After some discussion the Council **Resolved**, unanimously, to agree to above request.

The Council asked the Clerk to contact the Chairman of the Parish Hall committee to start the process.

Action:	By Whom:
To contact the Chairman of the Parish Hall Committee to start the transfer of the Hall to the PC	The Clerk

### 160/19 OPEN SPACES, RECREATION AND PLAYGROUND

#### a) Approve the WCC Annual Playground Inspection

After the discussion the Council **Resolved**, unanimously to carry out the annual playground inspection.

#### b) Update on Use of Sports Ground

Councillor Egerton gave an update on Colden Commons Football team's use of the Sports Ground. He noted that the football team were applying for a grant so that they could improve the Pavilion.

### 161/19 FINANCE, ADMINISTRATION AND STATUTORY

#### a) Review Vulnerable Adults & Children Policy

The Council noted that some changes needed to be made to the policy and therefore was not re approved at the meeting. The Council asked for this policy to be brought forward to December's meeting.

The Council asked the Clerk to ask the Groundsman for details of his insurance and competence to interact with Vulnerable Adults & Children.

Action:	By Whom:
To ask the groundsman for his Vulnerable Adults & Children's Policy.	The Clerk

Councillor Thompson was nominated and approved as the PC's Safeguarding Officer.

#### b) 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:**

<b>PAYMENTS</b>	<b>Amount (£)</b>	<b>Payee</b>	<b>Payment Type</b>
79	250.00	Citizen Advice Minute	JC/PP
80	7.40	Postage for Eastleigh Plan	CC
81	45.00	Ink Cartridges	CC
82	8.40	12 1st Class Stamps	CC
83	380.20	Clerks Salary Oct	
84	95.00	HMRC	
85	21.65	OPH Hall Hire Oct 19	
86	7.19	SSE (Street Lights)	

**Receipts:**

<b>Voucher</b>	<b>Amount (£)</b>	<b>Payee</b>	
<b>RECEIPTS</b>			
19	427.16	VAT Refund	
35	0.04	Interest	
47	11.25	Penni Harrison Use of Playground	
20-49	3,190.00	ADD Donations	

**c) General Matters**

**a. Disturbance in the Meeting**

The Chairman noted that he would not let members of the public speak about non agenda items if not given sufficient notice.

This was a private matter not a Council matter and the Chairman noted that this should go to the WCC Standards Committee as there should not be outbursts like this in the PC meeting.

**162/19 CLERKS REPORT**

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

**163/19 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING**

**a) Disturbances in Beech Grove**

Councillor Thompson reported that there had been a spate of vandalism in Beech Grove. There has been damage to cars and houses over the course of a month on Saturday evenings.

The Council noted that the Police are aware of the situation. The Council asked the Clerk to speak to the Neighbourhood Watch about this and to write a letter to the residents of Beech Grove and put a note out on the OIS.



Action:	By Whom:
To contact the Neighbourhood Watch To write a letter to the residents of Beech Grove To put out an OIS	The Clerk

**b) Review Emergency Control Plan in December**

Councillor Martin asked the Clerk to bring forward the review of the Emergency Control Plan from January to December.

Action:	By Whom:
To bring forward the Emergency Control Plan to Decembers meeting	The Clerk

**164/19 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next Council Meeting would be on Monday 9<sup>th</sup> December 2019 at 7.30pm in the Committee Room.

The meeting closed at 10:05pm

Chairman: JC Date: 09/12/19

## Appendix 1

11<sup>TH</sup> November 2019

### OWSLEBURY PARISH COUNCIL

**Re: Planning Application SDNP/1903922/HOUS**

Dear Councilors,

With reference to our application (retrospectively) for a side dormer extension. The proposed extension is to continue the current flat roof design of dormer on the rear of the property around to the side and to provide an additional bedroom. As per the plans submitted.

The design has gained building control approval and has been completed.

We wrongly assumed that the work fell under the permitted development guidelines and we only applied for building control in February 2018 and we started work in July 2018 the work was completed in October 2018. In June 2019 we were informed by the Winchester Planning Enforcement team that a report had been made to them that we had made an extension to the property which did not have the required planning approval.

We checked with our Architect who drew up and submitted the plans and found that an error had been made and that planning was required as the property was inside the South Downs National Park. We therefore have submitted these plans for approval retrospectively.

Clearly this is not a great situation we find ourselves in and it was most certainly not intended, however we now understand that the matter was raised to the planning team on the 20<sup>th</sup> September; however they made no contact with us until 18<sup>th</sup> June 2019, by which time the extension had been completed almost 9 months.

Obviously, ignorance is not an excuse, and we should have checked more thoroughly about rules around Permitted Development, but it would have been helpful if when the issue was brought to the attention of the planners, they had made contact with us to address before completion of the extension.

## Appendix 2: DISTRICT COUNCILLORS REPORT

### Owslebury Parish Council Winchester City Councillor Report November 2019

#### 1. Changes in bin collections - one month in

Kerbside glass collection commenced last month. A separate black box is to be used for this and each householder should have received theirs by now. It is clear that a number of boxes do remain outstanding for delivery so if any householder hasn't received their box yet then they should contact the Customer Service Centre using the online form - [my glass collection box has not arrived](#) and WCC will arrange for one to be provided.

There are also some ongoing collection issues across the district, especially a number of incidents of repeated missed bins or late collections. All issues should be reported to the Council as soon as possible. The Council is continuing to provide a high level of attention to the service both at an operational and managerial level to try to ensure that any problems householders report are dealt with swiftly and effectively. However, issues can only be addressed if they are reported.

The Council has commissioned an internal report to understand the reasons that issues arose with the change in the existing contract and the introduction of kerbside glass collection.

The bids for the new refuse collection contract starting next October have been received and are to be assessed by the Cabinet on 15th November.

#### 2. General Election 12th December 2019

With campaign period for the General Election now underway, the Council has entered a Purdah period, where only time critical decisions can be made. Most decision making, policy and scrutiny meetings have therefore been postponed, although the Planning Committee will continue to meet as well as the Cabinet meeting to consider the bids for the new refuse collection contract, as referred to above.

Polling stations for election day have now been confirmed. For Owslebury this will be as usual in the Parish Hall.

#### 3. Public questions at council meetings

Members of the public may now ask questions direct to the administration's cabinet at council meetings. These need to be submitted five working days in advance. Twenty minutes are allocated for questions with any not addressed receiving a written reply. Any member of the public whose question is answered at the meeting may, if present, ask a supplemental. Alternatively, they may ask a ward councillor to ask this on their behalf.

#### 4. Bishops Waltham Police Station

Stuart Gilmour, who leads the team at Bishops Waltham Police Station, is retiring from Hampshire Constabulary at the end of this month. His successor is Sergeant Richard Holland ([richard.holland@hampshire.pnn.police.uk](mailto:richard.holland@hampshire.pnn.police.uk)). Richard has some experience of the local area, having worked at Bishops Waltham for a few months in 2014/15.

## 5. Council Plan 2020-25

The current Council Strategy 2017-20 which was adopted by Council earlier this year runs until 31 March 2020.

Cabinet at its meeting on 23 October approved the draft Council Plan 2020-25 for consultation with residents, businesses and elected members.

Tackling the climate emergency and providing excellent services are at the core of Winchester City Council's draft five year plan for 2020 to 2025.

The draft plan sets out Winchester City Council's key ambitions and focuses on five priority outcomes which are:

- Tackling the climate emergency and creating a greener district
- Homes for all
- Vibrant local economy
- Living well
- Your services, your voice

Over the next month the council is inviting residents, stakeholders, businesses, elected members and staff to have their say about what matters to them.

The draft plan recognises that the council will face some very significant challenges over the next five years including tackling the district's carbon footprint, ensuring that resources are available to support an ageing population, responding to the potential impacts of Brexit on the economy along with maintaining high quality services, while balancing a council budget which may be reducing if Central Government grants diminish.

Residents, stakeholders and businesses can comment on the proposed new Plan by visiting the consultation pages on <https://winchester.citizenspace.com/policy/council-plan-2020-2025/>

The consultation will close on November 29 and the plan, incorporating feedback from the consultation, will be presented back to cabinet in December and then formally adopted next year.

## 6. Domestic Violence and Abuse training

The YOU Trust is a Hampshire based charity who are working to raise awareness and provide training across Hampshire about Domestic Violence and Abuse (DVA). They have a focus on providing free training to members of the community and professionals to become champions for DVA, with a specific focus on isolated communities, and learn about how to support and signpost people affected by DVA to specialised support services.

They are happy to provide training to parish councils, individually or in groups, and they would come to us. The training is roughly three hours long, with a short break in the middle and provides participants with the knowledge of domestic violence and abuse (DVA) and the skills to signpost and support people affected to access support. It is completely free of charge. Ideal groups are between 5 and 15 people, so if there is interest, it could possibly be undertaken with other parishes. Hugh Lumby can provide more details.

**Laurence Ruffell   Hugh Lumby**

### Appendix 3: CLERKS REPORT

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
<ul style="list-style-type: none"> <li>OPHMC to consider revisions to current constitution</li> <li>Currently 'On Hold'</li> </ul>	On Hold
Action: Local transport services.	By Whom:
<ul style="list-style-type: none"> <li>Council to consider other transport options.</li> <li>Council to consider transport from Twyford to Owslebury</li> </ul>	Clerk
<ul style="list-style-type: none"> <li>Awaiting outcome of HCC review</li> </ul>	On Hold
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
<ul style="list-style-type: none"> <li>To discuss with Hampshire Highways on their visit to Owslebury in March.</li> </ul>	
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> <li>Councillors/ Clerk to consider better signage at Whites Hill and Jackmans Hill</li> </ul>	Clerk
<ul style="list-style-type: none"> <li>To discuss with Hampshire Highways on their visit to Owslebury in March.</li> </ul>	