

Owslebury Parish Council

Chairman: Councillor John Chapman

7th September 2015

To Parish Councillors John Chapman, Mark Egerton, Will Martin, Roger Page, Paul Phillips, Sally Tattersall and Gerry Tull

You are hereby summoned to attend the Parish Council meeting to be held on Monday 14th September 2015 at 7.30pm in the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary - Clerk to the Council

AGENDA
Owslebury Parish Council Meeting 14th September 2015
In the Committee Room, Parish Hall at 7.30pm

- 1) Apologies for absence.
- 2) To receive Disclosure of interests on Agenda Items.
- 3) To approve the Minutes of the Parish Council Meetings held on 13th July 2015, 23rd July 2015 and 20th August 2015.
- 4) To consider a presentation by Dr.Martin Wilkie on Marwell Wildlife plans for development of flora and rights of way
- 5) To hear public questions and comments:-
 - a) Planning applications: statements of intent from owners or agents and public comments;
 - b) Other agenda items – public comments.
- 6) County and District Councillors reports.
- 7) Police Report.
- 8) Planning.
 - a) To consider Planning Applications (Attachment A).
 - b) To consider Planning Decisions. (Attachment B).
 - c) To consider Planning Applications outstanding (Attachment C)
 - d) To consider report on current enforcement action and to note any new enforcement matters.
 - e) To note SDNP consultation on Local Plan and proposed Community infrastructure levy.
- 9) Highways.
 - a) To consider continuing concerns about traffic management in the parish and response from Mr Andy Smith (HCC).
 - b) To receive an update on SDNP/HCC discussions re introduction of Quiet Lanes.
 - c) To consider flood mitigation issues.
 - d) To note complaints by a parishioners to HCC in connection with public transport services.
 - e) To consider any general matters.
- 10) Rights of Way
 - a) To receive an update on improvement to Monarchs Way ROW.
 - b) To consider any general matters.
- 11) Open spaces, Recreation and Play Grounds.
 - a) To consider request to land a helicopter on Glebe Field.
 - b) To consider practical steps which may be taken to limit dog waste on open spaces and pavements.
 - c) To consider any general matters.
- 12) Community Services.
 - a) To receive an update on potential acquisition of phone kiosk in Beech Grove.
 - b) To receive an update on the registration of Morestead and St. Andrews churches as 'community assets'.
 - c) To consider any general matters.
- 13) To consider NALC request to identify top 30 issues for discussion with Government.
- 14) To consider participation in consultation on funding of police forces.
- 15) Finance, administration and statutory matters.
 - a) To approve renewal of website hosting (£100.66) and security software (£37.73).
 - b) To note payments made since last meeting, receipts and to approve proposed payments.
 - c) To approve payments by internet banking
 - i) To amend Financial Regulations (Attachment D).
 - ii) To authorise the approval of internet payments by any 3 of: the RFO, Councillors Chapman, Phillips and Martin.
 - d) To consider any general matters.
- 16) To consider Clerk's Report (Attachment E).
- 17) Information exchange and Agenda items for next meeting.
- 18) Date of next meeting (12th October at 7.30pm).

Michael Cleary
Clerk and Responsible Financial Officer.
7th September 2015.

ATTACHMENT A: PLANNING APPLICATIONS.

No Planning applications have been advised by WCC or SDNP for the parish since the last meeting. Planning applications received between the date of the agenda and the meeting will be advised separately.

Planning appeals:

SDNP 14/02024/FUL	Alpaca Meadow, Hensting Lane
APPEAL against SDNP refusal:	Change of use of land for siting of temporary mobile home for occupation by an agricultural worker.
Closing date (OPC):	18/09/15

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ATTACHMENT B: PLANNING DECISIONS

No Planning decisions have been announced by WCC or SDNP for the parish since the last meeting. Planning decisions received between the date of the agenda and the meeting will be advised separately.

ATTACHMENT C: PLANNING APPLICATIONS OUTSTANDING.

Case No:	Location:	Proposal:	Closing Date for Comment	Application Discussed	PC Comment
WCC 15/01543 /FUL	Hangar Nurseries, Thompsons Lane, Owslebury	Erection of ancillary domestic outbuilding for purposes incidental to the main dwelling.	6/08/15	23/07/15	Neutral
SDNP 15/03445 /FUL	Long Ash Pitcot Lane	Application for the demolition of the existing bungalow and erection of a two storey replacement dwelling (Resubmission)	25/07/15	20/08/15	Neutral but s/t significant concerns for planning officer to address.
SDNP 15/03657 /HOUS	The Old White House, Baybridge Lane	Amendment to existing planning permission SDNP/13/04316/HOUS to alter the car barn to a three bay without log stores. Proposed barn to be 0.325m longer and 1.2m deeper than previous application. Same materials to be used and placed in same position as approved car barn.	21/08/15	20/08/15	Neutral
SDNP 15/03956 /LIS	Hensting Farm, Hensting Lane	Minor internal works and kitchen extension	02/09/15	20/08/15	Neutral

ATTACHMENT D: PROPOSED AMENDMENT TO FINANCIAL REGULATIONS

Insert after paragraph 6.5 the following:

- 6.6 *If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.*
- 6.7 *Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.*
- 6.8 *No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.*
- 6.9 *Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.*
- 6.10 *The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.*
- 6.11 *Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.*
- 6.12 *Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.*
- 6.13 *Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO] and 2 members. A programme of regular checks of standing data with suppliers will be followed.*

ATTACHMENT E: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Parking Beech Grove	By When:	By Whom:
<ul style="list-style-type: none"> Councillor Egerton to consider with new Head teacher ways of improving access for coach re collection/return of pupils. Clerk to invite new Head teacher and/or Chair of Governors to council meetings. 	September	ME/Clerk
	September	Clerk

Action: Notice boards	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for parish hall and access routes notice boards to be refurbished. 	September	Clerk

Completed

Action: Self sufficiency	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain help or information on how other councils are dealing with similar issues. 	September/October	Clerk

In hand.

Action: Youth Club	By When:	By Whom:
<ul style="list-style-type: none"> Councillors to consider possible successors including: <ul style="list-style-type: none"> Councillor Martin re Church youth leaders Councillor Chapman/Humby re Marwell Activity Centre Councillor Egerton/Clerk re school contacts/parents 	September	All

Action: Play Equipment	By When:	By Whom:
<ul style="list-style-type: none"> Councillor Tull to review (with Clerk) certain (non-urgent) points noted by the Inspector. 	June	Clerk

Completed – minor repairs to be undertaken in due course.

Action: SatNav directions/Whites Hill	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to write to Councillor Humby, WCC and SDNP requesting providers be asked to change route information.. 	June	Clerk

Action: Affordable housing	By When:	By Whom:
<ul style="list-style-type: none"> OPC to consider whether to investigate potential sites for affordable housing. 	June	Clerk