

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
11th APRIL 2016  
COMMENCING AT 7.30PM IN OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman (in the Chair).  
Parish Councillors: Paul Bowes, Roger Page, Gerry Tull.

**IN ATTENDANCE.**

Clerk and Responsible Financial Officer (RFO): Michael Cleary.

One member of the public was present (left the meeting after item 58/16).

**APOLOGIES FOR ABSENCE**

Parish Councillor Mark Egerton.  
Parish Councillor Paul Philips.  
Parish Councillor Will Martin.

District & County Councillor Rob Humby.  
District Councillor Amber Thacker.  
District Councillor Laurence Ruffell.

**52/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Chapman declared a personal interest (as a committee member) in matters affecting Owslebury Parish Hall. Councillor Bowes declared a personal interest (as a Church Warden) in matters affecting St. Andrews Church, the Parochial Church Council and Owslebury Parish Hall (as Chairman).

**53/16 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 14<sup>th</sup> March 2016, and the Council **Resolved** they were a true record.

**54/16 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning applications.**

There were no questions or comments.

**b) Other agenda items.**

A parishioner commented on the importance of the village having a pub. He advised the Council of his conversation with a prospective purchaser of the leasehold interest in The Ship Inn, and the likely timescale for both the completion of the purchase and for the refurbishment of the pub. He noted the community's right to put forward a bid for the leasehold interest but felt care was needed so as not to frustrate a sale to a commercial entity, and possibly leave the pub empty for some considerable time losing the accumulated goodwill gained over many years. He responded to questions from councillors.

**55/16 COUNTY AND DISTRICT COUNCILLORS REPORT.**

There were no reports from District or County Councillors.

**56/16 POLICE REPORT.**

There was no Police report, and the Police UK website had not been updated for recent crimes.

**57/16 PLANNING.**

**a) Planning Applications.**

SDNP 16/01082/LIS	Chestnut House, Main Road, Owslebury
Proposal:	Construct new stud partition and remove fireplace.
Closing date (OPC):	12 <sup>th</sup> April 2016

The Council unanimously **Resolved** not to raise any objections to the planning application.

SDNP 16/01263/FUL	Hensting Hall, Hensting Lane, Owslebury
Proposal:	To convert existing storage space and garages to a second two bedroom dwelling, by extending it on the footprint of the adjoining bull pens.

Closing date (OPC):	14 <sup>th</sup> April 2016
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The Council unanimously **Resolved** not to raise any objections to the planning application.

SDNP/16/00692/CND	Matterley Farm, Alresford Road, Ovington
Proposal:	Application to remove conditions 1 and amendment of condition 3 of SDNP/14/00354/CND, removal of Conditions 1, 2 and amendment to condition 3 of 08/02622/FUL.
Closing date (OPC):	22 <sup>nd</sup> April 2016

The Council unanimously **Resolved** to object to the application. The South Downs National Park Authority should have the facility to vary conditions on the expiry of temporary ‘permissions’ so as to ensure the wildlife and flora in the park are adequately protected.

The Council had previously raised objections to the proposals set out (notably options B and C) in the draft Eastleigh Borough Local Plan. The Chairman noted he had been contacted by a neighbouring parish council with a view to joining them and others in strongly opposing the plan. The Council debated the matter and considered the concerns expressed by neighbouring parish councils were similar to the view already expressed by the Council. Accordingly the Council **Resolved** unanimously to support the proposed press release to be issued on behalf of certain local councils, residents groups and interested parties:

*We are a coalition of organisations united by a common goal: to prevent the destruction of much loved countryside in the area between Bishopstoke, Fair Oak, Upham, Owslebury, Allbrook, and Colden Common.*

*We do support constructive development:*

*Eastleigh Borough Council adopting a local plan, where all development is sustainable and responsibly planned, to ensure low carbon solutions in locations served by optimised public transport infrastructure.*

*Ensuring policies promote the active regeneration of brownfield sites, including the revitalisation of Eastleigh town centre and building the Chickenhall link road.*

*Examining appropriate sites not currently being considered, including Wide Lane.*

*Full and transparent engagement with local people and a comprehensive examination of all potential impacts and benefits. Comprehensive assessment of transport implications for all settlements to form a regional transport strategy, led by Hampshire County Council.*

*We do not support destructive development:*

*Developers setting the agenda for growth where profit overrides the interests of local people.*

*Destruction of rare beautiful countryside; resulting in disastrous ecological and landscape impacts.*

*The loss of local gaps, causing the coalescence of local settlements into one large homogenous settlement with no separate identities.*

*Poorly assessed local transport proposals that fail to solve resultant wider regional impacts and prioritise infrastructure for new development, rather than tackling existing air quality and congestion issues.*

*We therefore oppose:*

*Spatial strategy options B and C detailed within the Eastleigh Borough Local Plan 2011-2036 (Issues and Options) December 2015 and the proposed North Bishopstoke Bypass described in the Eastleigh Strategic Transport Strategy (interim report) December 2015.*

**b) Planning Decisions**

The Council noted SDNP had approved the planning application for Marwell Wildlife Park (SDNP 15/06323/FUL- modifications to the existing 'Into Africa' building (Giraffe house), extension and re-fencing of the external giraffe hardstand with associated landscaping, replacement of the existing raised boardwalk with an extended boardwalk, modification to the existing 'Heart of Africa' (Buffalo) building, and new boardwalk to exit path through a (Bongo) paddock and screen to primate enclosure along Northern footpath.)

**c) Enforcement.**

The Clerk noted there were no new cases to report. He provided an update on existing cases. The Council noted the need for the Enforcement Officer to consider the public interest when determining whether to incur the costs of court action in relation to landowners who refused to comply with planning law. The Council was of the view that unless Enforcement took action in cases of flagrant breach of planning law, there would be little point in asking others to comply with the law. The Council instructed the Clerk to write to the Enforcement Officer expressing the Council’s views.

A Councillor noted there appeared to be development activity at a local site and the Council asked the Clerk to make further enquiries.

Action: Enforcement/planning	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to write to Enforcement Officer expressing need to take action to ensure compliance with planning law.</li> <li>Clerk to make enquiries about development activity at local site</li> </ul>	April/May	Clerk

**d) Proposed changes to planning law.**

The Council deferred consideration of this matter to a future meeting.

**58/16 THE SHIP INN.**

The Chairman noted The Ship Inn had been classified as a community asset. The pub had been closed for some weeks and the current corporate owner of the leasehold interest intended to sell its interest. In accordance with the relevant legislation a community organisation has an opportunity to put forward an offer to acquire the lease. Councillors understood the current owner was near to completing a sale with a third party. Councillors did not wish to frustrate the intended sale by the owner. However if the sale could not be effected within the statutory period of grace, the Council would seek to protect the rights of any interested community organisation to make a counter offer to the owners. The Chairman noted a resident had offered to undertake further research to establish the realistic opportunity for a consortium of investors to be put together, and would keep the Council informed of his findings. The Council asked the Clerk to confirm the Council's understanding of the community's rights under the relevant Act, and to keep the prospective buyer, already in negotiation with the corporate owner, informed of the Council's approach to the matter. The Council agreed to consider the matter again at its next meeting, or at a specially convened meeting later in the month.

Action: The Ship Inn	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to clarify community rights with WCC.</li> <li>Clerk to keep prospective purchaser 'in the loop'.</li> <li>Council to revisit matter at next meeting.</li> </ul>	April/May	Clerk

**59/16 HIGHWAYS.**

**a) Traffic consultant.**

The Clerk advised the Council he had made enquiries of a consultant for assistance on traffic calming measures and procedures and was awaiting a response.

**b) Lengthsman Scheme.**

The Council **Resolved** unanimously to continue with the Hampshire Highways Lengthsman Scheme on the same terms and conditions as in previous years.

**c) Staggs lane.**

The Clerk noted a meeting had been arranged with Hampshire Highways and the landowner for later in the month to discuss safety related issues.

**d) Disposal of slurry.**

The Clerk updated the Council on a telephone conversation he had had that afternoon with the Environment Agency (EA). In essence, the EA had inspected a local farm used to spread slurry and was satisfied with the health and safety arrangements. The EA acknowledged that photographic evidence had been provided by a resident of slurry being poured rather than spread over land (resulting in pooling) but felt these incidents were isolated and accepted the contractors assurance they would not be repeated. A Councillor expressed his strong concerns the EA had not considered a number of matters including the repeated spreading/pouring of slurry on the same area of land, and questioned whether the contractor and landowner were complying with regulations. The Council noted the contractor had offered to meet with the Council to provide assurance and the Council asked the Clerk to arrange for such a meeting.

Action: Highways/EA	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to keep Council advised re traffic consultant.</li> <li>Clerk to confirm Council's agreement to terms of Lengthsman Scheme.</li> <li>Clerk to inform Council of outcome of meeting with HH re Staggs Lane.</li> <li>Council to invite slurry contractor to Council meeting.</li> </ul>	May/June	Clerk

**60/16 RIGHTS OF WAY.**

**a) Bridleway 42a and Whaddon lane ditch.**

The Clerk noted the work on the Whaddon Lane ditch and bridleway had now been largely completed. The Council thanked Councillor Tull for his assistance in the matter.

**b) FP30 - Monarch's Way.**

The Clerk noted the grant from HCC had been approved but not released as yet. He had asked HCC to expedite the payment of the grant.

Action: FP 30 Grant	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to chase HCC to release the grant.</li> </ul>	May	Clerk

**61/16 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

**a) Staggs Gate pond.**

The Clerk noted Councillors Martin and Phillips had met with the parishioner who wished to undertake certain work on the pond. As neither Councillor could be present at the meeting, the Council deferred the matter until its next meeting.

**b) Acquisition of additional benches.**

The Clerk advised the Council of the range of prices he had obtained for additional benches on the Recreation Ground. The Council agreed that a quotation should be obtained from an individual who had made a metal bench some years ago and which was reasonable in cost and had withstood the test of time.

**c) Refurbishment of existing benches.**

The matter was deferred to a future meeting.

Action: Open spaces	By When:	By Whom:
<ul style="list-style-type: none"> <li>Councillors Martin and Phillips to update Council on meeting with parishioner re Staggs Gate pond.</li> <li>Councillor Tull to obtain quotation for a metal bench.</li> </ul>	May	Clerk

**62/16 COMMUNITY SERVICES.**

**Kiosk**

The Council considered the options for the use of the recently acquired kiosk. The Council felt the kiosk's use as a book centre (located as at present in Beech Grove) should be explored further and instructed the Clerk to ascertain from OMCA whether they would be prepared to manage such a facility. The use of the kiosk for this purpose would be subject to the users maintaining the kiosk in a satisfactory state. In the event such an approach proved unsuccessful the Council would consider moving the kiosk to the Parish Hall grounds (subject to the agreement of the Owslebury Parish Hall Management Committee), or selling it.

Action: Kiosk	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make enquiries of OMCA for the management of the kiosk as a book centre.</li> </ul>	May	Clerk

**63/16 BURIAL GROUND.**

The Council noted the main issues in connection with the need for additional burial space. Additional land is not likely to be available in the foreseeable future. The Council understood the Parochial Church Council's concerns about the possible use of a small part of the Glebe field (owned by the Church) being used for additional burial space. However the matter is pressing and the use of the Glebe field or some other solution would need to be found in the near future. The Council agreed to review the matter again at a future meeting. A Councillor offered to meet with the Parochial Church Council to discuss the options open to the Church, given additional land (near the present burial ground) from a third party was not a realistic possibility in the foreseeable future.

Action: Burial ground	By When:	By Whom:
<ul style="list-style-type: none"> <li>Cllrs Phillips to update the Council on the PCC meeting which discussed the recommendation from the Advisory Committee.</li> <li>Councillor Tull to meet with PCC.</li> </ul>	May/June	PP/GT

**64/16 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

**a) Payments and receipts**

Councillors unanimously **Resolved** to note receipts and payments (relating to the 2015/16 financial year) since the last Council meeting, and the proposed payments relating to the 2016/17 financial year:

Payments and receipts 2015/16 financial year.

Voucher	Amount (£)	Payee	Purpose	
<b>PAYMENTS</b>				
87	145.00	S Comley	Grass cutting	Electronic
88	165.00	WCC	Dog waste collection Oct-Dec	
89	329.11	M Cleary	Net pay March	Electronic
90	219.20	HMRC	PAYE March	Electronic
91	66.24	M Cleary	M Cleary (postage £4.04 1/4ly allowance home working £31.25 ; 1/4ly allowance telephone and broadband £30.95)	Electronic
92	20.00	J Chapman	Chairman's allowance 4 <sup>th</sup> quarter	Electronic
93	21.00	OPHMC	Hall hire March	Electronic
<b>RECEIPTS</b>				
	0.04	Lloyds business 30 day account	Interest	

5.00	P Harrison	Use of play area for March
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## Proposed payments relating to 2016/17 financial year

Voucher	Amount (£)	Payee	Purpose	
<b>PAYMENTS</b>				
1	165.00	WCC	Dog waste collection Jan- March	Cheque
2	207.07	SSE	Electricity for street lamps 2016	Cheque
3	145.00	S. Comley	Grass cutting	Electronic
4	40.00	HPFA	Subscription 2016/17	Cheque
5	238.00	HALC	Subscription 2016/17	Electronic

b) **Section 1 of Annual Governance Statement 2015/16.**

The Council considered the questions set out in Section 1 of the Annual Governance Statement and unanimously agreed the Council had complied with the requirements for good governance. The Council **Resolved** unanimously to authorise the Chairman to sign the Statement on behalf of the Council and noted the RFO would be doing likewise.

c) **Preliminary outcome for 2015/16.**

The Council noted the RFO's estimate of the outcome for the year (Appendix 1). Whilst the preliminary outcome indicated there would be a sizeable surplus, the Council was mindful of the significant expenditure already approved but not yet incurred, the need to make adequate reserve for the replacement or refurbishment of assets in the foreseeable future and the need to ensure it had sufficient reserves to contribute in full or in part to community projects currently under review.

d) **Virement of account balances.**

The Council **Resolved** unanimously to offset surpluses against budget on individual account headings with those in deficit, as permitted under the Financial Regulations.

e) **Reserves.**

The Council considered the briefing paper pre-circulated by the RFO. The Council considered the reserves at 31<sup>st</sup> March 2016 to be at an appropriate for the Council's requirement and **Resolved** unanimously to accept the RFO's recommendations as set out in Appendix 2.

f) **Lawnmower.**

The Council noted the lawnmower was no longer needed and **Resolved** unanimously to dispose of it, ideally at an auction so as to obtain the best market price.

g) **Purchase of reference book.**

The Council **Resolved** unanimously to authorise the Clerk to acquire the 10<sup>th</sup> edition of Arnold Baker on Local Council Administration at a cost of approximately £100.

h) **Request for a grant under Section 137.**

The Council **Resolved** unanimously to provide a grant of £25, under S137, to the Patients Participation Group of the Twyford Surgery. Many parishioners were patients of the surgery and the group would be holding an event in Owslebury focused on helping older people on health and safety matters.

**65/16 CLERK'S REPORT.**

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 3).

**66/16 ADHERENCE TO CODE OF CONDUCT.**

The Chairman noted there were no issues he wished to discuss with Councillors.

**67/16 ANNUAL PARISH MEETING.**

The Council noted the Annual Parish Meeting would be held on Monday 16<sup>th</sup> May at 7pm and that Sergeant Stuart Gilmour would be the guest speaker.

**68/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

There were no special matters Councillors wished to discuss at future meeting.

**69/16 DATE OF NEXT COUNCIL MEETING AND ANNUAL PARISH MEETING.**

It was agreed the next Council meeting (Annual Parish Council Meeting) would be held on 9<sup>th</sup> May 2016 commencing at 7.30pm in the Committee Room.

Minutes of the Owslebury Parish Council Meeting Held on Monday 11<sup>th</sup> April 2016

The meeting closed shortly after 9.30pm

Chairman...John Chapman.....Date: 9<sup>th</sup> May 2016

## APPENDIX 1: RFO'S COMMENT ON PRELIMINARY OUTCOME FOR 2015/16.

The preliminary outcome is set out below. The surplus for the year is anticipated to be £9.3k, substantially more than budget. However please note that due to timing of expenditure, substantial expenditure approved by the Council in 2015/16 – in relation to the Bank tree, Monarchs Way footpath and the play area – will be incurred in 2016/17. The surplus is mainly due to the following factors:

### Main variances against budget

1. **Community projects costs** were £2,476 less than budget (£3,000) as the Council only spent minimal amounts on signs, phone kiosk and a grit bin, with the only major item of expenditure (£400) being the paving and associated work for the Remembrance stone.
2. **Section 137** grants were less than budget (£950 or 46%) following the Council's review of possible beneficiaries.
3. **Payroll cost** is £922 (14%) less than budget. The budget was based on 610 hours whereas the actual number of hours is 517. The payroll cost for 2015/16 is slightly lower than that for 2014/15.
4. Expenditure on **tree pruning** was £800 (80%) less than budget as the pruning of the Bank tree will now take place in 2016/17.
5. **Green-keeping costs** were £715 (37%) less than budget. I had originally provided £350 in the budget for extra green-keeping costs that may be incurred. However, the contractor proved to be less than ideal. Not only were these extra costs not required, but he failed to adhere to the grass cutting schedule, and the Sports Club decided to cut the cricket ground itself. These factors led to a substantial cost saving (notwithstanding the costs incurred from having to use another contractor for 'emergency' grass and hedge cutting).
6. **Maintenance costs** (general and play area) were £703 less than budget mainly because the timing of the play area cleaning and refurbishment means it will now fall into 2016/17.
7. **Insurance cost** was £438 (31%) less than budget which reflects an industry-wide reduction in rates (although rates are now beginning to harden).
8. **Professional fees** came to £1,238 (Alpaca Meadow) and whilst not covered by a separate budget, were covered by the reserve made for planning and legal costs last financial year.

### Less material variances

9. **Receipts were** slightly behind budget by £230, primarily as expenditure is below budget and accordingly VAT is less than originally anticipated, and also the re-charge to the Sports Club of the insurance premium relating to the pavilion was less than originally budgeted. These adverse variances have been offset by sundry grants and donations, mainly relating to use of the Glebe field, play area and donations towards the costs of Christmas lighting.
10. **Administration costs** continue to be tightly controlled and were £240 (37%) below budget mainly because of relatively few mileage claims.
11. Nearly all other costs categories were under budget, but the above are the main factors.

Whilst there was a substantial surplus for the financial year, Council must bear in mind the need to augment reserves most notably for the replacement or refurbishment of play equipment and other assets, and for the growing trend for community projects where district or county council funding is not readily available. These matters are considered in the note on Reserves policy.

MJ Cleary

RFO

April 2016

**APPENDIX 1 (continued)**

**Owslebury Parish Council - Receipts and Payments Account - Year  
Ending March 31st 2016**

	<u>ACTUAL</u> £	<u>BUDGET</u> £	<u>VARIANCE</u> £
<b>Opening Balance 1st April 2015</b>	<b>42388</b>	<b>42388</b>	<b>0</b>
<b>Receipts</b>			
<b>Precept&amp; CT grant</b>	<b>23012</b>	23012	0
<b>Other Receipts</b>			
General grants & donations	113	0	113
Ring fenced: Xmas grants & donations	110	0	110
Ring fenced: other grants and donations	0		
Ring fenced: WW1/Dday grants & donations	0	0	0
Playing Field - Sports Clubs	364	600	-236
Substation Rent	100	100	0
Play area income	135	0	135
Interest	9	10	-1
VAT Refund	148	500	-352
Overpayment Refund	0	0	0
<b>Total</b>	<b>981</b>	1210	-229
<b>Total Receipts</b>	<b>23993</b>	<b>24222</b>	<b>-230</b>
<b>Payments</b>			
<u>Staff Costs:</u>			
Clerks net salary	3477	4028	551
PAYE	2314	2685	371
National Insurance - Clerk	0	0	0
National Insurance - OPC	0	0	0
Pension - OPC	0	0	0
Locum	0	0	0
<b>Total</b>	<b>5791</b> <b>5791</b>	6713	922
<u>Other Payments:</u>			
<u>Administrative Expenses:</u>			
Postage	28	65	37
Photocopying	6	30	24
Stationary	85	160	75
Telephone/Internet	124	125	1
Travel	47	150	103
Home Working	125	125	0
<b>Total</b>	<b>415</b> <b>415</b>	655	240
Chair's Expenses	80	80	0
Councillors Expenses	16	50	35
Meeting Room	365	450	85
Subscriptions	502	574	72
Insurance	962	1400	438
Green Keeping	1225	1940	715
Dog Waste Bins	495	740	245
Website	134	290	156
Training	70	250	180
Audit Charges	390	400	10
Office Equipment	0	80	80
General Maintenance	265	500	235

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Play area costs	132		600	468
Street lighting	206		220	14
Section 137	1100		2050	950
Community Projects - General	525		3000	2476
Election costs	75		0	-75
Christmas Lights	0		0	0
Parish Plan	0		0	0
VAT Paid	422		500	78
Publications	26		30	4
Bank tree	200		1000	800
Land registry	0		277	277
Vodafone	0		150	150
Professional fees	1238		0	-1238
<b>Total</b>	<b>8426</b>	<b>8426</b>	<b>14581</b>	<b>6155</b>
<b>Total Payments</b>		<b>14632</b>	<b>21949</b>	<b>7317</b>
Net surplus/(deficit) for year		<b>9361</b>	<b>2273</b>	<b>7087</b>
<b>Closing Balance 31st March 2016</b>		<b>51749</b>	<b>44661</b>	<b>7087</b>

The estimated surplus for 2015/16 is £9.3k and total reserves at 31st March 2016 are estimated to be £51,749. This level of reserves is more than twice the annual precept and as such the auditor will be seeking justification for the holding of such a high level of reserves.

Part of these reserves is in relation to ring-fenced funds whereby the Council can only incur expenditure on projects for which the public grants or fundraising were raised.

In relation to other reserves – ear-marked for particular projects, and general reserves - the Council confirmed the following Reserves policy at its January 2014 meeting.

"Councillors considered the Reserves required by the Council to ensure the smooth running of the Council and to fund community projects. The Council **Resolved** unanimously (Proposed by the Chairman and seconded by Councillor Tull) to hold reserves under the following headings, the monetary amount being determined by Council on an annual basis and to take account of inflation in the medium term:

- i. *General reserve*: for unplanned but necessary expenditure, amounting to between 6 and 9 months annual budgeted expenditure including transfers to specific reserves;
- ii. *Legal and Planning Costs reserve*: for advice on planning applications or appeals which the Council consider to be of great importance to the Parish;
- iii. *Election costs reserve*: for costs in connection with contested elections, the monetary amount being advised by WCC;
- iv. *Play Equipment reserve*: for the Council's reasonable contribution towards the replacement of the play equipment;
- v. *Community Projects reserve*: to enable the Council to fund community projects included in the Parish Plan or subsequently identified by Council, including, traffic calming, pedestrian safety, country kerbing, broadband, sports pavilion, flooding alleviation, community transport, new burial ground and community assets such as the Glebe Field and Ship Inn.'

In view of the likely levels of expenditure that will be needed over the next few years on refurbishment, repairs and replacement of ground surfaces and benches, the Council is invited to add a further ear-marked reserve for this purpose – '*vi Refurbishment, repairs and replacement of assets.*'"

**The Council is requested to:**

- a) confirm the above policy for the holding of reserves:
- b) approve the following ear-marked reserves as at the financial year-end.

- Legal and planning - £2,500 - this would enable the Council to seek a reasonable amount of time from legal or planning advisers on matters of importance to Council - given the hourly rate of such advisers, the reserve is not excessive..
- Election costs -£1,000 - this is in line with WCC recommendation for contested by or full elections.
- Play equipment reserve - £15,000. This reflects the high level of investment in play equipment (exceeding £70,000), its age (now some 5 years old) and the reduced availability of grants following the abolition of the Open Spaces fund and its replacement with the more problematic Community Infrastructure.
- Community projects - £18,250. There is no doubt budget cuts at county and district level are having an ever greater impact and the Council needs to prepare for an era of 'part' or 'sole' funding. The projects which may be funded from this reserve include: flood mitigation, maintenance of rights of way, contribution to a new burial ground, sport pavilion, kerbing and traffic management.
- Assets refurbishment - £3,500. This reflects the need to refurbish matting and other assets in the foreseeable future.
- General reserve - subject to final adjustments, £10,618 – this would equate to c6 months projected expenditure, and would be in accord with the Reserves policy.

M Cleary  
Responsible Financial Officer  
April 2016.

**APPENDIX 3: CLERK'S REPORT ON ACTIONS ARISING FROM PREVIOUS MINUTES.**

Action: Rights of Way	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to survey ROW accessible by tractor and to clear obstructions as necessary.</li> <li>Clerk to advertise through OIS and newsletter re parishioners reporting issues with footpaths to Clerk;</li> <li>Clerk to collate information and report back to Council</li> </ul>	Cllr Tull / Clerk

OIS and Newsletter note circulated – 1 response to date. Reminder notes to be issued

Action: Dog fouling	By Whom:
<ul style="list-style-type: none"> <li>Clerk to obtain 'dual bin' notices.</li> <li>Council to consider acquiring dog bin for the path leading to Owslebury Bottom.</li> </ul>	Clerk

Action: New benches on Recreation ground.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to research costs and bring forward proposal to Council.</li> <li>Cllr Egerton to discuss with 2 families concerned, plaques and related wording.</li> </ul>	Clerk/ME

In hand

Action: Stags Lane (Bridleway 501)	By Whom:
<ul style="list-style-type: none"> <li>C&amp;DC Rob Humby to meet with landowner and OPC re: improvement of sight lines;</li> <li>Cllr Tull to provide names of horse riders unhappy with bridleway</li> </ul>	Clerk  RH

Action: Bank tree.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for pruning of tree;</li> <li>Clerk to advise parishioners that this would be the final attempt to save the tree.</li> </ul>	Clerk

OIS notice issued; pruning booked for spring.

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

Completed – minor repairs to be undertaken in due course.

Action: Basketball	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for signage on main gate as well as within the Play area restricting use of Play area;</li> <li>activity to be monitored for 2 months for anti-social behaviour;</li> <li>if the problems persist, Basketball facility to be removed without further warning. The Council very much hoped this extreme measure would not be required;</li> <li>Clerk to advise users, parishioners via OIS, Newsletter and Noticeboard of above decision.</li> </ul>	ASAP	Clerk

Signage acquired and installed; parishioners informed of action.

Action: Owslebury Information Service.	By When:	By Whom:
<ul style="list-style-type: none"> <li>Councillor Martin to overview procedures (including security arrangements) for OIS.</li> </ul>	February/ March	WM/Clerk

Action: District & County Council matters	By When:	By Whom:
<ul style="list-style-type: none"> <li>District Cllr Thacker to keep Council informed of any additional information re Matterley;</li> <li>County Cllr Humby to keep Council informed on flood mitigation matters re Environment Agency;</li> </ul>	March	Clerk

Action: Tanker traffic	By When:	By Whom:
<ul style="list-style-type: none"> <li>Chairman to make enquires and update Council in due course.</li> </ul>	March/April	JC

Action: Protection of verges	By When:	By Whom:
<ul style="list-style-type: none"> <li>Cllr Tull to consider protection of verges/kerbing at the Ship Inn and corner of Pitcot lane;</li> <li>Clerk to write to McKenzie Bros. requesting assistance in preventing lorries from cutting Pitcot corner.</li> </ul>	March	GT

In-hand.

Action: Request for helicopter to land on Glebe field	By When:	By Whom:
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Minutes of the Owslebury Parish Council Meeting Held on Monday 11<sup>th</sup> April 2016

<ul style="list-style-type: none"> <li>Charter company to provide risk assessment, Clerk to assess and bring back to Council</li> <li>Clerk to obtain views of PCC and owners of neighbouring properties.</li> </ul> <p><u>Completed – request withdrawn following risk assessment.</u></p>	March	Clerk
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Action: Recreation Ground	By When:	By Whom:
<ul style="list-style-type: none"> <li>Dragon's teeth to be installed on bank at Recreation Ground.</li> </ul>	March/April	PP/GT

Action: Financial matters	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to place £25,000 on deposit with Llypys Bank;</li> <li>Clerk to arrange continuation of insurance cover at the appropriate time for agreed amounts shown in fixed assets register;</li> <li>Clerk to arrange for Council to opt-in to SAAA scheme</li> </ul> <p><u>Deposit now effected. Other matters in-hand</u></p>	March/April	Clerk