

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
14th DECEMBER 2015  
COMMENCING AT 7.30PM IN OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Mark Egerton, Will Martin, Roger Page, Gerry Tull, Paul Bowes (after co-option as a councillor, Minute 187/15 refers).

**IN ATTENDANCE.**

District & County Councillor Rob Humby }

District Councillor Laurence Ruffell. } (left at varying times)

District Councillor Amber Thacker. }

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

Two members of the public were present (left at 8pm).

**ABSENT.**

Parish Councillor Paul Phillips

**185/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Chapman declared a personal interest in the proposed 2016 grass cutting contract (one of those tendering also undertook work for him). Councillor Egerton declared a personal interest (as Treasurer) in matters affecting the Sports Club. Councillor Martin declared a personal interest, as Treasurer, in matters affecting Morestead Church and in a planning appeal in relation to Alpaca Meadow. Councillor Bowes declared a personal interest, as chair of the PCC, in matters affecting St. Andrew's Church.

**186/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETINGS.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 9<sup>th</sup> November 2015, and the Council **Resolved** they were a true record.

**187/15 CO-OPTION OF A COUNCILLOR.**

The Council noted the vacancy on the Council had been advertised on the statutory Notice board and by way of the Owslebury Information Service and Owslebury Newsletter. The Council unanimously **Resolved** to co-opt Paul Bowes as a Councillor until the next public election in May 2018. Mr Bowes signed the Declaration of acceptance of office and joined the Council.

**188/15 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning applications.**

There were no planning applications for the Council to consider.

**b) Other agenda items.**

Two parishioners advised the Council of the continuing problem with noise from the use of the basketball hardstanding in the Play Area late at night – in one instance at 1pm in the morning. Matters had not improved since the last meeting of the Council and the publication of appeals by the Council for users to show greater consideration to residents. The Council unanimously agreed to the Chairman's recommendation that the order of the agenda be changed to allow for earlier discussion of the issues involved.

**189/15 LOCATION OF BASKETBALL FACILITIES.**

The Clerk outlined the review he and the Chairman had undertaken of possible locations for the basketball area including, the grounds of The Ship Inn, the Glebe Field, the hard standing on the Recreation ground and the grounds of the Parish Hall. Different issues arose for each location involving the cost of ground works and installing a suitable surface, fencing, noise and insurance. Councillors noted cost would be a major issue and would need to be balanced against the number of people who would benefit from such expenditure. During debate, Councillors considered a range of options and agreed the following actions:

Action: Location of basketball facilities	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Revise signage to clearly state restrictions in use of Play Area, and, in particular, closure of Play area from 1 hour after sunset or at a fixed time to be determined by Council;</li> <li>• discussion with the school re possible co-operation in use of facilities after school hours;</li> <li>• discussion with Owslebury Parish Hall Management Committee re possible use of area by the school side of the Hall as a basketball court, possibly in co-operation with the school and as a mixed sports facility;</li> <li>• discussion with WCC re timing of illumination of street light by the Play area – to be turned off after a set time, with ground lighting instead by the steps for H&amp;S;</li> <li>• consider removing the basketball post for the winter months (but issue of noise may remain);</li> </ul>	January/ February	Clerk  ME

The Council asked the Clerk to report back to Council in the New Year setting out the options and the related issues. In relation to new signage, the Council unanimously **Resolved** to authorise the Clerk to incur expenditure of up to £150 for a new sign clearly setting out restrictions to the use of the Play Area.

#### 190/15 COUNTY AND DISTRICT COUNCILLORS REPORT.

- a) District Councillor Ruffell noted a number of developments including:
- the proposed development of some 91 homes in the 'gap' between Swanmore and Waltham Chase, of which 31 would be affordable homes;
  - the completion of energy efficient affordable homes on the former site of the Queen's Head in Stanmore;
  - the forthcoming visit of the Coca Cola coach – which would increase tourist numbers and expenditure in the city.
- b) County and District Councillor Humby reported on a number of matters including:
- meetings and discussions he has had with groups in Hampshire involved with the prevention of rural crime, with the aim of more effective co-operation;
  - similarly discussions with the Hampshire Countryside Access Forum, the SDNP and local access forums with a view to a more integrated approach towards improving enjoyment of the countryside whilst safeguarding its future;
  - his concerns about proposed changes to the number of recycling centres and their opening time. This may have an adverse impact on the costly problem of fly-tipping. The proposals would be available for consultation shortly. He also noted the use of cameras to identify fly-tippers, including those on private land, where statutory notice of the use of such cameras need not be displayed;
  - developments involving the introduction of faster broadband services in the county;
  - his forthcoming meeting with Andy Smith (Traffic Management) to discuss a range of issues including traffic management in Owslebury.

County and District Councillor Humby also reported on his involvement, at the Council request, in the resurfacing of bridleway 501 (Stags Lane) – Minute 194 refers

#### 191/15 POLICE REPORT.

The Clerk had pre-circulated the Police Report – burglary from commercial premises in Hurst Lane, a road traffic collision involving a cyclist on Whites Hill, a theft of two goats (since recovered) from The Ship Inn and a suspicious incident of gun shots in a field near Jackmans Hill.

Councillors noted that statistics used by the Police and reported to WCC and the Hampshire Chronicle for crime in Owslebury and Curdrude ward included crime in such villages as Twyford, Colden Common, Upham, Durley, Waltham Chase, Shedfield and Shirrell Heath. This gave a misleading picture to parishioners, WCC and the press of crime in the parish.

**192/15 PLANNING.**

**a) Planning Applications.**

There were no planning applications for the Council to consider.

**b) Planning Decisions**

The Council noted SDNP had approved the following planning applications:

- Gorsedown House, Main Road - Replacement of windows; new external material to existing house; widen driveway access; new swimming pool to rear of house; new extension to rear of house; 3 Velux windows to front of property; 5 Velux windows to rear of property; Removal of 1 tree.
- Marwell Wildlife - Removal of existing averies and build 4no. modular replacement units on the existing foundations.
- Church Cottage, Pitcot Lane - Construction of a single storey building to house a vehicle and log store with 2 bays.
- Long Ash, Pitcot Lane - demolition of the existing bungalow and erection of a two storey replacement dwelling.

In relation to Long Ash, the Council had raised concerns with the Planning Officer about the intended use of agricultural land. It was not clear from the Planning report whether this concern had been taken into account and the Council asked the Clerk to make further enquiries. Furthermore, the owners of Long Ash had taken precipitative action to clear the area of tree and shrubs before applying for planning consent. Council reiterated its general concern about such behaviour and asked the Clerk to write again to SDNP.

Action: Planning	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to make enquiries of Planning Officer re protection of agricultural land on the Long Ash site;</li> <li>• Clerk to write to SDNP re need to prevent land clearance as a means of avoiding planning conditions on proposed developments</li> </ul>	January	Clerk

**c) Appeal – Alpaca Meadows.**

Councillors noted the appeal hearing would take place in February and agreed the Council should be represented at the hearing. The Clerk was asked to make enquiries of Southern Planning as to whether they could assist the Council in this matter (and if so, the cost).

Action: Alpaca Meadows appeal hearing	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to make enquiries of Southern Planning re representation at hearing.</li> </ul>	January	Clerk

**d) Enforcement.**

The Clerk had pre-circulated a report from WCC Enforcement on the two open cases in the parish – Old Wells Cottage, Main Road and Woodland View Stables. Councillors noted other locations where Enforcement may need to be involved in the near future including unauthorised fencing on the Alpaca Meadows site, and construction of a stable on a site at Hurst Lane.

**e) Affordable housing.**

The Clerk noted he had written to Councillors outlining the process for providing additional affordable housing in the parish. As a first step the information held by WCC on the demand for affordable housing would need to be refined. He understood this was in hand and he would be advised of the outcome shortly.

Action: Affordable housing	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to advise outcome of WCC review of need for affordable housing.</li> </ul>	January/ February	Clerk

**193/15 HIGHWAYS.**

**a) Traffic issues.**

Councillors noted the increasing traffic problems in the parish including two recent serious accidents. They noted County and District Councillor Humby’s proposed meeting with Andy Smith (Traffic Management) and agreed to consider the matter again when the outcome of the meeting was made known.

Councillors noted the proposed Eastleigh Local Plan included over 7000 new homes. These would add to the traffic problems in the area generally, but in particular the Colden Common/Twyford area, with even more traffic using Owslebury as a cut-through. Councillors asked the Clerk to make representations to Eastleigh and to advise parishioners of the proposals.

Action: Eastleigh Local Plan	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to make representations re traffic management and volume;</li> <li>• Clerk to inform parishioners of proposed housing developments</li> </ul>	January	Clerk

**194/15 RIGHTS OF WAY.**

**a) Footpath 30 (Monarchs Way/Pilgrims Trail)**

The Clerk noted an application under the Small Grants Scheme had been submitted to HCC and he would be contacting them shortly to discuss the outcome of their review.

**b) Bridleway 503 (Stags Lane).**

County and District Councillor Humby updated the Council, during his report on his recent activities, on his discussions with the landowner and with HCC (at the request of the Council). He noted the strong concerns expressed by a Councillor about the scale of the work involved on the bridleway and about the surface material. There had also been some question over the ownership of the land over which the bridleway passed. He outlined the advice he had received from HCC – in essence, in the absence of any specific agreements to the contrary, the landowners on either side of a track would each own the land from their respective fields to the middle of the path. (The Clerk noted, later in the discussion that the landowner had agreed to provide proof of his ownership of the path). County and District Councillor Humby reminded the council HCC only has responsibility for the part of the track which constituted the bridleway. They would have preferred the landowner to have discussed his intentions with them prior to any work taking place on the bridleway. However this had not happened and HCC, at a senior management level, had inspected the bridleway. The officer had concluded the work is of a high standard, drainage is adequate and the bridleway is fit for purpose. HCC proposed to take no further action on the matter. The work undertaken on the part of the track which did not form part of the bridleway is not a matter for HCC. County and District Councillor Humby further noted the landowner had expressed his willingness to improve sight lines at the junction with Morestead road and on the track he owned on the opposite side of the Morestead road (bridleway 12).

Councillor Tull expressed his serious concerns about the way the matter had been handled. He had discussed the proposed works with the landowner and those works related to bridleway 12, not Stags Lane. Furthermore the work undertaken on Stags Lane transformed a track into, in essence, a road. There had been little regard for wildlife as an environmental assessment had not been undertaken. Horse riders had complained to him about the resurfacing of the track. He also questioned the ownership of the land, having researched the original purchase of the land – and hence the right to undertake the work in the first place. Furthermore, he had agreed with the landowner that a tree(s) would be removed to improve sight lines generally on the Morestead road – this had not been done. Overall the Council and parishioners had been badly treated.

The Clerk reported the landowner had expressed his apologies to the Council for the misunderstanding and confusion as to the track he had always intended to resurface.

The Chairman understood Councillor Tull’s depth of concern. However, the matter in hand related to Stags Lane and HCC had indicated that in the absence of proof to the contrary, the landowners of the fields on either side of Stags Lane owned the track. As the land on both sides was owned by the individual who had undertaken the work on the track, it followed the track was owned by him. The landowner had also arranged to provide proof of his direct ownership of the land. As regards the bridleway which passed over the landowners land, HCC was the responsible body and had deemed it was fit for purpose. He noted the concerns expressed by horse riders and asked (for completeness of the Council’s records) the names of the riders concerned be provided to the Clerk. The issue of safety was one that should be followed up particularly if, as Councillor Tull had inferred, the landowner intended to use the track as an entry and exit point for grain lorries.

At the end of the debate the Council agreed the following actions:

Action: Stags Lane (Bridleway 501)	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to confirm with landowner ownership of the track;</li> <li>• C&amp;DC Rob Humby to meet with Andy Smith re road safety and improvement of sight lines, prior to discussion/agreement with landowner;</li> <li>• Cllr Tull to provide names of horse riders unhappy with bridleway</li> </ul>	January/ February	Clerk

**195/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

**a) Playground inspection report (interim).**

The Clerk noted he had circulated the inspector’s report. In summary no immediate or material issues had been identified during the inspection

**b) Grass cutting 2016.**

The Clerk noted he had circulated a summary of the outcome of his review of the grass cutting arrangements for the 2016 season. In relation to the Recreation ground, the Council **Resolved** (Councillor

Egerton abstaining) to accept the Clerk’s recommendation to continue with the contractor previously appointed by the Sports Club, Steve Comley. The Council asked the Clerk to advise the Sports Club of the Council’s decision and the number of cuts for the 2016 season the Council would finance.

The Clerk noted that in relation to the Glebe field and the Play area he had assessed four tenders. One of his two preferred tenders had been submitted by a company highly recommended by other parish councils and which had resources to deal with unforeseen eventualities. The other preferred tender was a local sole trader whom had an established track record in the parish for reliability, commitment and quality. The Council debated the matter and the risks involved. Councillors preferred to use a local contractor with a proven record and felt the risks involved were not unreasonable. Accordingly the Council **Resolved** (Councillor Chapman abstaining) to accept the tender from Steve Comley, subject to the Clerk being satisfied that Mr Comley’s public liability insurance had been increased to £5m. The Council noted Mr Comley had been working successfully for the Sports Club for some time and had a good reputation for reliability and quality not only with the Club but with others in the parish. He had also been recently appointed by a neighbouring parish council. In addition the cost per cut would be significantly less than that of the other preferred contractor.

**d) Sycamore and copper beech tress.**

The Clerk noted the copper beech tree would be pruned in mid-January. In relation to the sycamore tree (Bank tree) councillors had mixed views as to whether further cost should be incurred in trying to extend the life of the tree. The reports obtained from tree surgeons varied as to the worth of trying to save the tree. However, it was noted a respected local tree surgeon felt that by appropriate pruning and after-care the life of the tree could be reasonably expected to be a further ten to fifteen years. After debate it was agreed one last attempt should be made to extend the life of the tree. The Council unanimously **Resolved** to authorise the Clerk to make the necessary arrangements subject to the cost not exceeding £1,000, and to advise parishioners accordingly.

Action: Bank tree.	By When:	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>	February/ March	Clerk

**e) Use of Glebe field.**

The Clerk advised the Council

- OMCA may use part of the Glebe field for a mulled wine and Christmas pies event after the Christmas carol service;
- Nigel White had requested use of the field for the 2016 Horticultural Show on 6<sup>th</sup> August (and the related set-up and close-down weeks).

The Council gave its consent to the field being used for the above events, subject to appropriate public liability insurance being in place by the organisers and to the Clerk’s assessment of the state of the ground.

**f) Dog fouling.**

The Council noted the continuing problem of owners failing to act responsibly. The issue was affecting the enjoyment of day to day life in the open spaces and in the village centre. The Council agreed to ask parishioners to report incidents of offending owners – it was not something people liked to do, but the situation had reached a stage where it was now a necessary step.

Action: Dog fouling	By When:	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to arrange for notices to be issued on OIS and in newsletter.</li> </ul>	January	Clerk

**g) Cycling event.**

The Council noted a cycling event would be held in the village on 4<sup>th</sup> June 2016 and the Glebe field would be used for parking on the usual terms.

**196/15 ADDITIONAL BURIAL GROUND.**

The Clerk advised the Council the Advisory Committee had determined there was no immediate prospect of land being acquired near to the existing burial ground. Additional space would be needed in about 5 years (assuming normal rates of burial) but given the need for appropriate planning, the matter is pressing. Having considered the alternatives including the re-use of very old graves, the Advisory Committee was of the view that a small part of the Glebe field would need to be used (broadly the area currently taken up by the hedge between the burial ground and the Glebe field plus a little bit more). This would probably provide (in total) some 15 years capacity during which time it was hoped additional land near the burial ground would become available. Whilst it is regrettable for any part of the Glebe field to be used in this way, such arrangements would not materially interfere with the two large events – the Church fete and the Horticultural Show. The Council considered the Advisory Committee’s recommendation to be reasonable and noted it would be considered by the PCC in due course. The Council hoped the PCC would also state its burial policy.

Action: Additional burial ground	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to report back on outcome of PCC discussion on Advisory Committee's recommendation.</li> </ul>	February	Clerk

**197/15 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

**a) Payments and receipts**

Councillors unanimously **Resolved** to note receipts since the last Council meeting and to approve the following payments:

Reference	Amount (£)	Payee	Purpose	Method
<b>PAYMENTS</b>				
57	52.00	David Potter Inspections	Play area quarterly audit	E
58	42.00	HALC	Clerks Update Course (VAT £7)	E
59	309.14	M Cleary	Net pay November	E
60	205.60	Post Office	PAYE November	C
61	37.07	M Cleary	Clerk's November expenses (mileage £4.05; postage £1.08; print cartridges £19.95; domain name fee £11.99)Grass cutting play area	E
62	21.00	OPHMC	November hall hire	E
63	72.00	M Cleary	Re purchase of sign from Mint Signs (VAT £12)	E
64	72.60	M Cleary	Re purchase of grit bin (VAT £12.10)	E
<b>RECEIPTS</b>				
	0.86	Lloyds business 30 day account	October interest	
	15.00	P Harrison	Use of basketball play area for November	

**b) Appointment of new mail server provider.**

The Clerk noted HCC would no longer support using its servers for distribution of parish emails, such as the Owslebury information service (OIS). The clerk recommended that Mail Chimp be appointed. This US company is well established in the field and used by many organisations world-wide. He noted the similar mail systems used by Colden Common and Twyford had recently transferred from HCC to Mail Chimp. The service is, in essence, free as the number of OIS subscribers and emails falls well within the limits set by Mail Chimp for a no-cost service. The Council unanimously **Resolved** to appoint Mail Chimp as the mail server provider and asked the Clerk to make the necessary arrangements.

Action: Mail server provider.	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for transfer of OIS to Mail Chimp.</li> </ul>	January	Clerk

**c) Grants and donations for 2015/16 and subscriptions for 2016/17.**

As the matters were not time critical, the Council decided to defer them to the January meeting.

**d) Cheque signatories.**

The Council unanimously **Resolved** that Councillor Bowes be included as a cheque signatory and asked the Clerk to make the necessary arrangements with Lloyds Bank.

Action: Cheque signatories	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for Cllr Bowes to be included as cheque signatory.</li> </ul>	January	Clerk

**198/15 CLERK'S REPORT.**

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 1).

**199/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

Councillors asked that grants for local organisations, subscriptions, and risk assessment be considered at its next meeting or early in the New Year.

**199/15 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held on 11<sup>th</sup> January 2016 commencing at 7.30pm in the Committee Room.

Minutes of the Owslebury Parish Council Meeting Held on Monday 14<sup>th</sup> December 2015  
The meeting closed shortly before 10pm.

Chairman.....John Chapman.....Date: 11<sup>th</sup> January 2016

**APPENDIX 1: CLERK'S REPORT ON ACTIONS ARISING FROM PREVIOUS MINUTES.**

Primary school	By Whom
<ul style="list-style-type: none"> <li>• Provide sign for school.</li> <li>• Cllr Egerton to invite new head and/or Chair to attend an OPC meeting</li> </ul>	ME/Clerk
<u>In-hand.</u>	
Action: Request to land a helicopter on Glebe field	By Whom:
<ul style="list-style-type: none"> <li>• Parishioner to obtain further information and advise council by 31<sup>st</sup> January.</li> </ul>	Clerk
Action: Beech Grove kiosk	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to acquire box subject to door being replaced and equipment being removed.</li> </ul>	Clerk
<u>BT has agreed to replace door, but timescale uncertain.</u>	
Action: Local Plan Part 2	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to submit comment in connection with traffic management</li> </ul>	Clerk
<u>Completed</u>	
Action: Quiet lanes.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to advise HCC of Council's withdrawal from the Quiet Lanes pilot.</li> </ul>	Clerk
<u>Completed</u>	
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
<u>OIS and Newsletter note circulated</u>	
Action: Stag Lane pond.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to ascertain extent proposed work to remove excess vegetation.</li> </ul>	Clerk
<u>Tidy up of pond only – no major works or urbanisation</u>	
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
<u>In hand</u>	
Action: Ditch clearing/ Lower Baybridge Lane pothole	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to consider with HH repair of pothole and Whaddon Lane ditch clearance offer by Cllr Tull.</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
Action: Investment accounts.	By When:
<ul style="list-style-type: none"> <li>• Clerk to research potential investment accounts (up to two year lock-in)</li> </ul>	December/January