

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
12th DECEMBER 2016
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Paul Bowes, Mark Egerton, Will Martin, Paul Phillips, Roger Page, Gerry Tull.

IN ATTENDANCE.

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

District Councillor Laurence Ruffell (left after item 188/16)

No member of the public was present.

APOLOGIES FOR ABSENCE.

District and County Councillor Rob Humby (attending WCC Overview and Scrutiny Committee)

District Councillor Amber Thacker (attending WCC Overview and Scrutiny Committee)

183/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS AND REQUESTS FOR DISPENSATION UNDER S33(1) LOCALISM ACT 2011.

Councillors Bowes and Phillips declared a personal interest (as members of the St Andrew's Parochial Church Council) in matters affecting St. Andrew's Church. Councillor Martin declared a personal interest (as a member of the Morestead Parochial Church Council) in matters affecting Morestead Church. The Council unanimously **Resolved** to accept an application from Councillor Tull, in relation to affordable housing, for dispensation under Section 33 of the Localism Act 2011. Councillor Tull noted this would enable him to update the Council fully but undertook to withdraw from the meeting if the Chairman asked him to do so.

184/16 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 15th November 2016, and the Council **Resolved** they were a true record.

185/16 PUBLIC QUESTIONS AND COMMENTS.

No member of the public was present.

186/16 COUNTY AND DISTRICT COUNCILLORS REPORTS.

District Councillor Ruffell noted his recent meeting with the Police and Crime Commissioner, He provided information on the activities of the Commissioner, and on the discussions concerning motorbike speed and noise.

187/16 POLICE & NEIGHBOURHOOD WATCH REPORT.

Councillor Tull noted the recent suspicious activity at his yard near to The Ship Inn. Councillor Bowes commented on his attendance and the recent Police and Communities Together meeting at Colden Common. Matters discussed included the trend towards opportunist crime (eg scratching cars, breaking windows, stealing from garden sheds), fly tipping and the problems relating to traffic.

The Chairman commented on his and Councillor Phillips recent attendance at a meeting of the Southern Parishes at Bishop's Waltham. The subject matter included the use of Bishop's Waltham and Swanmore parish councils of an Accredited Community Safety Officer. The parish councils were pleased with the results- the officer deals with a range of local matters from dog fouling to traffic. He noted there may be an opportunity for Owslebury to participate in the scheme on a shared cost basis. The Council asked the Clerk to make further enquiries.

Action: ACSO	By Whom:
• Clerk to make further enquiries as to duties, time allowance and cost	Clerk

188/16 PLANNING

a) **Planning applications.**

There were no planning applications for consideration at the meeting.

b) **Planning decisions.**

The Clerk reported the following application had been approved by SDNP:

SDNP/16/04335/LIS	Hensting Farm, Hensting Lane, Fishers Pond
Proposal:	Single storey rear extension and minor internal alterations
Decision:	Approved

c) **Enforcement matters.**

The Council discussed the history of Enforcement’s involvement with Woodland View stables. Councillors expressed concern over the length of time it is taking to resolve the underlying issues one way or the other. Enforcement should either enforce the planning conditions, or the necessary arrangements should be made to relax the conditions. The matter was not one for the Parish Council to decide, but for Enforcement. District Councillor Ruffell agreed to make further enquiries and it was agreed the Clerk would provide him with further information.

Action: Woodland View stables	By Whom:
• Clerk to update District Councillor Ruffell	Clerk

Councillor Tull noted play equipment had been installed on an agricultural field in Hensting Lane. District Councillor Ruffell agreed to take the matter up with Enforcement, if the Council wished to take the matter further.

Action: Hensting Lane	By Whom:
• Clerk to update District Councillor Ruffell	Clerk

d) **Marwell Activity Centre.**

The Chairman and Councillor Martin updated the Council on their attendance at the Planning Committee meeting. Despite the strong objections of the Parish Council, the Committee gave its approval to the retrospective planning application submitted by Marwell Activity Centre in relation to the use of tents. Councillors discussed the matter with District Councillor Ruffell, in particular their concern over the due diligence undertaken by the Planning Officer in relation to drainage. Given the depth of the Council’s concerns Councillors asked the Clerk to make further enquiries (if necessary by way of a Freedom of Information request) as to the drainage reports (if any) reviewed by the Officer.

Action: Marwell Activity Centre	By Whom:
• Clerk to obtain drainage reports	Clerk

e) **Affordable housing.**

Councillor Tull informed the Council that only slow progress had been made with ActionHants. However, Footsteps Limited had made contact with him and he would update the Council with any further developments in due course.

f) **Advisory Group – Eastleigh local plan options.**

The Chairman updated the Council on the recent meetings of the Group, and also on a meeting between Bishopstoke, Upham, Durley and Owslebury on the sharing of information about the Eastleigh local plan. Councillors expressed continuing strong concerns about the current volume of traffic in the area and the threat posed by further major housing developments. Councillor Tull suggested HCC and EBC be invited to visit roads such as Main Road, Colden Common to see first-hand (rather than use traffic models) the traffic congestion that already exists.

i. **Membership of Advisory Group.**

The Council **Resolved** unanimously to accept the Advisory Group’s recommendation that Councillor Martin join the Group.

ii. **Acquisition of posters.**

The Council **Resolved** unanimously to acquire for £108 three posters to support its opposition to additional traffic in the area as a consequence of the adoption of options B&C of the Eastleigh local plan.

iii. **Donations received from members of the public.**

The Clerk noted donations received from the members of the public (S139 LGA 1972), for the protection of the parish from additional traffic, amounted to £1,640 (as at the date of the meeting). The Council **Resolved** unanimously to provide a grant under S137 LGA 1972 to Action against Destructive Development (ADD). The Council considered such a grant would be in the best interests of all parishioners and, together with funds from other sources, would enable ADD to continue to acquire expert highways and other advice to assist the council in its work to protect the parish.

189/16 HIGHWAYS.

a) **Traffic management.**

The Chairman noted HCC had introduced an option for parishes to pay for selected traffic management measures. Councillors noted none of the possible measures under the scheme would deal adequately with the issues in the parish. Councillors favoured pinch points and/or sleeping policemen as the best way to make the parish unattractive to drivers using the parish solely as a cut-through to avoid congestion on the main roads. The Council agreed the Chairman and Clerk should meet again with County Councillor Rob Humby to discuss the Council's concerns.

Action: Traffic management.	By Whom:
• .Chair and Clerk to meet with County Councillor Humby	Clerk/JC

b) **Trees.**

Councillors noted a number of trees along Owslebury Bottom/Jackmans Hill required pruning or removal and asked the Clerk to contact the landowners concerned.

Action: Owslebury Bottom dangerous trees.	By Whom:
• .Clerk to contact landowners concerned.	Clerk/JC

190/16 RIGHTS OF WAY.

a) **HCC 2017 cutting programme.**

Councillors noted the proposed routes for the cutting programme were inappropriate and after discussion, the Clerk proposed he bring back to the January meeting alternative routes.

Action: Cutting programme.	By Whom:
• .Clerk to put forward alternative routes.	Clerk

b) **Hedges.**

The Council asked the Clerk to make enquiries about the hedge on the ROW by the Glebe field.

Action: Hedge on ROW Glebe field	By Whom:
• .Clerk to contact owner's representative and arrange for hedge to be cut-back.	Clerk

c) **Gate on Glebe field.**

Councillors noted part of the kissing gate had fallen away. Councillors debated whether a gate was necessary at all on that particular site, and whether it was a matter solely for the Church. Councillor Tull noted the need to have a wide enough opening for a tractor to improve the ROW, as necessary. He undertook to inspect the gate, and Councillor Bowes agreed to reflect on whether any repair or replacement was necessary. In the event a replacement was considered appropriate the Chairman felt the Council would look sympathetically at assisting the Church.

Action: Gate on Glebe field.	By Whom:
• .Councillor Tull to inspect and report-back.	GT
• Councillor Bowes to reflect on need for replacement.	PB

191/16 OPEN SPACES.

a) **Recording equipment and purchase of camera.**

The Council agreed to adopt the policy set out in Appendix 1 for the possible use of recording equipment. The Council **Resolved** unanimously to authorise the Clerk to acquire appropriate signage (five or six for c£140 plus VAT).

b) **Benches for Recreation Ground.**

Councillor Tull noted the proposed benches were nearly ready for the Council to review for suitability. Accordingly the matter was deferred to the next meeting.

c) **Swing seat.**

The clerk noted one of the swing seats would need replacing in the foreseeable future. The Council **Resolved** unanimously to authorise the Clerk to acquire for a swing seat (Wickstead) at a cost not exceed £200.

Action: Swing seat.	By Whom:
• .Clerk to acquire swing seat.	Clerk

192/16 FINANCE, ADMINISTRATION AND STATUTORY.

a) Domain registration fee.

The Council **Resolved** unanimously to reimburse the Clerk for the renewal fee (£9.99 plus VAT £2.00) for the web site's domain registration subscription for 2017.

b) Payments and receipts.

The Council **Resolved** to approve, by majority vote, the following payments and authorised the Chairman and Councillor Phillips to authorise electronic payments as necessary. Councillor Tull objected to the payment of £25 for the removal and disposal of green waste. The Council asked the Clerk to instruct the lengthsman, in future, to leave the green waste in one spot for other arrangements to be made for its removal.

Voucher	Amount (£)	Payee	Purpose	
PAYMENTS				
66	165.00	WCC	Dog waste collection	Cheque
67	11.99	M. Cleary	Payment for annual registration of domain name with 1&1 (website)	Electronic
68	233.20	HMRC	November PAYE	Electronic
69	349.82	M Cleary	Net pay for November	Electronic
70	40.85	M Cleary	Expenses for November (travel £9.45, cartridges £26.17+ VAT £5.23)	Electronic
71	40.50	OPHMC	November room hire	Electronic
72	1,000.00	Action against Destructive Development	Grant approved by Council in October	Electronic
73	141.86	M Cleary	Payment to Mint Signs (£118.22+VAT£23.64)	Electronic
74	170.00	S Comley	Grass cutting + banks at Recreation ground – November	Electronic
75	108.00	ADD	3 x Posters re traffic	Electronic
76	30.50	J Chapman	Travel expenses for out-of-parish travel	Electronic
77	1,640.00	Action against Destructive Development	Donations from members of public for Eastleigh campaign	Electronic
78	25.00	Crawley PC	Removal of green waste under the lengthsman scheme	Electronic

The Council noted the following receipts:

Amount (£)	Payer	Purpose	
15.00	P Harrison	Use of play area for November	Electronic
0.04	Lloyds	Interest	Electronic
1640.00	Various	Donations for ADD campaign	Electronic/cheques

c) Estimated outcome for 2016/17 and preliminary budget for 2017/18.

The Council noted the RFO's summary of the likely outcome for 2016/17, the budget for 2017/18 and the RFO's comments on the main assumptions he had used. The Clerk also updated the Council on the removal of the council tax grant over two years starting in 2018/19 – this would put additional pressure on the Council's funding. The Council considered the financial requirements of the Council and its level of reserves. The Council considered the Council could adequately fund its activities within the present level of precept and **Resolved** unanimously to keep the precept for 2017/18 at £21,800.

d) Grants and donations for 2016/17.

The matter was deferred for consideration at the January 2017 meeting.

193/16 CLERK'S REPORT.

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 2).

194/16 ADHERENCE TO CODE OF CONDUCT.

There were no matters the Chairman wished to bring to the Council's attention.

195/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no special matters not already identified which Councillors wished to discuss at a future meeting.

196/16 DATE OF NEXT COUNCIL MEETING.

It was agreed the next Council meeting would be held on 9th January 2017 commencing at 7.30pm in the Committee Room.

197/16 CONFIDENTIAL MATTER.

The Council considered a request from South Downs National Park Authority for comments on a confidential policy proposal prior to the finalisation of the policy and its inclusion in a report for public consultation.

The meeting closed shortly before 9.20pm

ChairmanJohn Chapman.....Date: 9th January 2017

APPENDIX 1: CCTV AND OTHER RECORDING EQUIPMENT POLICY.

Owslebury Parish Council CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of recording or CCTV systems located on the Recreation Ground, owned by Owslebury Parish Council.

The policy takes due account of the Code of Practice published by the Data Protection Commissioner (July 2000). The policy will be subject to periodic review by the Parish Council to ensure it continues to reflect the public interest and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

Statement of Purpose

To provide a safe and pleasant environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to deter potential dog fouling around the Recreation Ground;.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV or other recoding devices and, having cameras clearly sited.

Changes to the Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV or other recording devices scheme will take place only after discussion at, and resolution of, the full Council.

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council and one nominated Councillor who can be consulted out of hours, as and when necessary.

The camera and associated equipment will be kept by the Clerk.

Control and Operation of the Cameras, Monitors and Systems.

1. Only the Clerk and the Chairman will have access to recordings and will at all times act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors will be agreed by the full Council.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Clerk and the Chairman. The Police are permitted access to recording media if they have

reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit by the Police to view images will be logged by the operator.

4. The Clerk will regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 14days.
6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest.
7. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Number. if appropriate, and the Council notified at the next available opportunity.
8. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Parish Clerk and will be submitted to the Council for consideration and reply, normally within 10 days.

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address Post Code: Tel. No:		Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request – <i>Continue overleaf if necessary</i>			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:

APPENDIX 2: CLERK'S REPORT

Action: Recreation Ground	By Whom:
<ul style="list-style-type: none"> Dragon's teeth to be installed on bank at Recreation Ground. Temporary measures taken pending installation of teeth	PP/GT
Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> Clerk to review boundaries; In hand – search arranged and maps being reviewed.	Clerk
Action: Traffic management.	By Whom:
<ul style="list-style-type: none"> Councillor Egerton to discuss with school governors and seek their support. Chairman to write to parents and to parishioners. Deferred for time being	ME/JC/ Clerk
Action: Bridleway from Greenhill to Red Lane	By Whom:
<ul style="list-style-type: none"> Clerk to inspect and assess. In hand	Clerk
Action: Cyclists and HGVs.	By Whom:
<ul style="list-style-type: none"> Clerk to acquire signage re cyclists and HGVs In hand – signs ordered	Clerk
Action: Red lane lock.	By Whom:
<ul style="list-style-type: none"> Councillors to make enquiries re key. 	Councillors

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