

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
4th DECEMBER 2017  
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman, Chairman, withdrew after item 208/17, Gerry Tull, Vice Chairman, then took the Chair.

Parish Councillors: Paul Bowes, Mark Egerton, Paul Phillips, Will Martin.

**IN ATTENDANCE.**

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

4 members of the public were present, 1 left after item 208/17.

**200/17 APOLOGIES FOR ABSENCE.**

Parish Councillor John Chapman who withdrew from the meeting after item 208/17.

Parish Councillor Roger Page.

County and City Councillor Rob Humby.

District Councillors Laurence Ruffell and Amber Thacker.

**201/17 DISCLOSURE OF INTERESTS ON AGENDA ITEMS.**

Councillor Martin noted his personal interest in a planning application relating to Lower Whiteflood Farm (as a friend of the owner).

**202/17 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 13<sup>th</sup> November 2017, and the Council **Resolved** they were a true record.

**203/17 PUBLIC QUESTIONS AND COMMENTS.**

A parishioner wished to advise the Council of his plans, following concerns expressed about a mobile home placed on Picot farm. He explained his family had been farmers for many years. His father and other family members occupied the main farm house and he needed, partly for health reasons, to have accommodation on site. Neither he nor his family had any intention of by-passing regulations or building a home in the countryside – his motivation was simply related to the needs of the farm. He noted he had invited the Enforcement officer to inspect the site and to seek his advice. The Chairman thanked the parishioner for updating the Council and noted the appropriate procedure to alleviate any concerns that may have been expressed was now in hand and the Council would await the outcome of the Enforcement officer's review.

**204/17 COUNTY AND DISTRICT COUNCILLORS REPORTS.**

There were no reports from the County or the District councillors.

**205/17 WINCHESTER PARISHES MEETING WITH WCC.**

Councillor Egerton reported on his attendance at a meeting with WCC. The matters discussed included:

- concerns WCC paid too little attention to the needs of the non-city parishes;
- WCC's desire to improve recreational services and opens spaces in the district;
- concerns WCC planning officers paid insufficient attention to comments on planning applications submitted by parish councils, and did not explain the reasons why such concerns were not considered significant in determining the applications;
- concerns as to the frequency of communication with Enforcement officers.

Councillor Egerton commented WCC agreed to take the necessary steps to improve communication with the parishes, and to meet parishes on a more regular basis (twice a year).

The Chairman thanked Councillor Egerton for attending the meeting on his behalf.

**206/17 POLICE & NEIGHBOURHOOD WATCH REPORT.**

There was no report from the Police or Neighbourhood Watch.

**207/17 PLANNING**

**a) Planning applications.**

SDNP/17/06094/LIS	Lower Whiteflood Farm, Baybridge Farm Road
Proposal:	Insertion of new conservation type roof-light into existing ceiling.

The Council **Resolved**, unanimously, it had no objections or comments to bring to the planning officer's attention.

**b) Planning decisions.**

The Clerk noted the following decisions had been announced by SDNP since the last Council meeting:

SDNP/17/02741/FUL	Hawthorn Business Park , Whaddon Lane,
Proposal:	Change of use from display of renewable energy systems to office and display of renewable energy systems, single storey side extension (Amended plans, Amended description 28.09.2017)
Decision	Approved

SDNP/17/05470/APNB	Pitcot Farm, Pitcot Lane
Proposal:	Proposed agricultural building.
Decision	Raise no objection.

SDNP/17/04685/HOUS	Hill Farm, Jackmans Hill, Morestead
Proposal:	Replacement of an existing pre-cast concrete portal framed shelter with a new timber clad barn to provide a double garage and first floor ancillary bedroom annex to serve the house.
Decision	Approved

APPEAL SDNP/16/04301/FUL	Long Barn, Morestead Hill, Morestead
Proposal:	Erection of a single unit be used for holiday accommodation with associated parking and landscaping.
Decision	Appeal dismissed.

**c) Enforcement matters.**

The Clerk noted a recent update on Enforcement matters provided by WCC. Councillors commented on a number of cases and asked the Clerk to make further enquiries about building work at Dundee Farm and a new driveway at Bottom Pond cottages.

Action: Enforcement.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make further enquiries re Dundee Farm and Bottom Pond Cottages.</li> </ul>	Clerk

**d) Eastleigh Borough Council (EBC) local plan.**

The Chairman updated the Council on recent developments in connection with the emerging Eastleigh local plan. He noted HCC had sent a letter to EBC commenting that insufficient work had been undertaken for HCC to evaluate properly the traffic implications of the development options EBC had put forward as part of the plan. A meeting would be taking place shortly between local parishes, Action against Destructive Development (ADD) and district councillors with George Hollingbery MP and Steve Brine MP to consider the outcome of recent discussions with SDNP, WCC and EBC on the main ecological and highways implications of the EBC favoured options, B&C - which options impacted greatly on the neighbouring parishes in the Winchester District.

The Chairman noted Richard Dale, a member of the Eastleigh local plan advisory group of the Council, would be prepared to speak at the EBC meeting on 11<sup>th</sup> December 2017 on behalf of the Council, primarily about the Council's concerns as to the lack of a comprehensive traffic analysis to support options B&C. Councillors supported Richard Dale's proposed involvement.

Councillor Egerton commented that at the recent meeting between parishes and WCC (see 205/17 above), WCC had noted the large amount of work EBC had still to do before being in a position to conclude on which of the options should be pursued. The Chairman expressed concern EBC was heading towards another rejection of its plan by the Inspector – a situation which would be to no one's benefit. Councillor Martin commented on his recent meeting with SDNP and expressed concern the Authority appeared unwilling to make clear their objections to the 'emerging plan' and the impact it could have on the tranquillity and enjoyment of the National Park. The Authority felt they could not do anything further until planning applications had been submitted, such planning applications being submitted only after the decision had been taken on which options would be pursued ie too late in the day to have any or much

affect. The Chairman agreed to discuss the matter further with ADD with a view to asking the local MPs to make further representations.

**e) Planning law.**

Councillor Tull expressed his concern the recent Government Budget included announcements about the further development of brownfield sites for housing. It was unclear whether this would extend to protected areas such as the National Parks, but a recent publication by property advisers had provided examples of successful housing applications on such sites. The Council asked the Clerk to make further enquiries.

Action: Planning law.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make further enquiries of WCC and SDNP re potential development of brownfield sites for housing.</li> </ul>	Clerk

**208/17 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

The Chairman proposed a change in the order of the agenda paper so as to allow him to note an issue he wished to be included on the agenda for the January 2018 Council meeting, and to enable him to withdraw from the meeting to continue his recuperation following surgery. The Council **Resolved**, unanimously, to the change in the order of the agenda items.

The Chairman noted the resignation of the Clerk, and on behalf of the Council thanked the Clerk for his services. He commented the Clerk had indicated he would remain in place for the rest of the financial year and would complete the information required by the auditors. The Chairman was keen councillors considered the next steps in recruiting a new clerk (and RFO) and suggested the Council appoint an advisory group. He further suggested the group should comprise councillors Bowes, Egerton and himself, subject to formal consideration and approval at the January Council meeting. In preparation for the January meeting he requested councillors to let the Clerk know of possible candidates for the advisory group to consider, and for the Clerk to prepare necessary information and documentation for the advisory group to review. Local candidates would be ideal, but he recognised the recruitment process would involve advertising the position in the usual way. Councillors readily agreed to the Chairman’s proposals, and that the matter be debated formally at the January Council meeting.

There were no other specific matters, apart from those already noted in the minutes, councillors wished to be included on the agenda for the January meeting.

Councillor Chapman then left the meeting and Councillor Tull (Vice Chairman) took the Chair.

**209/17 HIGHWAYS.**

**a) Hedges.**

The Clerk noted he had received only one report of an over-grown hedge inhibiting the highway. Councillor Martin agreed to discuss the matter with the land owner.

Action: Hedges.	By Whom:
<ul style="list-style-type: none"> <li>Councillor Martin to discuss with landowner.</li> </ul>	Cllr Martin

**b) Traffic Advisory Group.**

Councillor Martin noted it was early days for the group and he would provide a further report at the January meeting, including membership of the advisory group. He shared the deep concern felt by parishioners about traffic management, particularly in view of the housing developments now being proposed near to the parish. His intention was to review the practical options open to the Council, seeking external advice where necessary, obtain Council approval for the group’s recommendations and to present them to HCC. Councillors noted recent traffic incidents demonstrated yet again the need for a fresh review of traffic management in the parish.

Action: Traffic advisory group.	By Whom:
<ul style="list-style-type: none"> <li>Councillor Martin to provide update at January meeting.</li> </ul>	Clerk

**c) Road sweeping.**

The Clerk noted a complaint made by a parishioner about the frequency of road sweeping in the parish, particularly when compared with road sweeping in the city. Councillors noted the annual road sweep only included Main Road and felt other areas should be included in the sweep. The Council asked the Clerk to discuss the matter with District Councillor Ruffell/WCC.

Action: Road sweep.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with District Councillor Ruffell and /or WCC</li> </ul>	Clerk

d) **Highways maintenance.**

Councillor Tull commented on the continuing need for the dredging of the Whaddon Lane ditch and possibly use the waste/debris to improve flood management in Hurst Lane. He asked the Clerk to make further enquiries in due course.

Councillors noted the pot holes in Hurst Lane were getting worse, and also the need to repair a rut in the lane.

Action: Highways maintenance.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to report pot holes/rut in Hurst Lane to Hampshire Highways (HH).</li> <li>Clerk to discuss with HH dredging of ditch and use of waste for flood management.</li> </ul>	Clerk

**210/17 RIGHTS OF WAY.**

Councillors noted a new style of Kissing gate was needed on FP23. They also noted the continuing need to improve FP50 and asked the Clerk to contact the landowner concerned.

The Clerk noted HCC had requested the Council provide five paths to be included in the 2018 cutting programme (seasonal growth only) and councillors agreed to discuss the matter at the January meeting.

Action: ROW	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make further enquires re FP 23 and 50</li> </ul>	Clerk

**211/17 OPEN SPACES, RECREATION AND PLAYGROUND.**

**Use of Play Area.**

The Clerk reported Penni Harrison would be using the hard standing in the play area for short sessions of adult exercises. He had inspected her public liability insurance policy.

**212/17 FINANCE, ADMINISTRATION AND STATUTORY.**

a) **Payments made by RFO on behalf of the Council.**

The RFO noted he had made a payment of £18.12 on behalf of the Council for the domain fee for 12 months. The Council **Resolved**, unanimously, the RFO should be reimbursed for such expenditure.

b) **Payments and receipts.**

The Council **Resolved**, unanimously, to approve the following payments and authorised any two of the four approved signatories (Councillors Chapman, Phillips, Bowes and Martin) to authorise electronic payments.

Voucher	Amount (£)	Payee	Purpose	
<b>PAYMENTS</b>				
69	1,728.00	Premier Gardens (Jason Ebury)	Lengthsman scheme Q3 (funded by HCC grant) (VAT £288)	Electronic
70	165.00	WCC	Dog waste collection (July-Sept)	Electronic
71	18.12	M Cleary	Reimbursement re website domain fee 12 months (VAT £3.02).	Electronic
72	331.80	M Cleary	Clerk's net pay for November.	Electronic
73	221.30	HMRC	November PAYE	Electronic
74	3.84	M Cleary	November expenses(Travel £2.70; postage £1.14)	Electronic
75	160.00	S Comley	Playground hedge cutting	Electronic
76	215.00	S Comley	Grass cutting November	Electronic
77	40.25	OPHMC	Room hire for November	

**Receipts**

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
15.00	Helen Smith	Use of play area November	Electronic

**c) Estimated outcome for 2017/18.**

The RFO noted that in the absence of any major expenditure on community projects in the fourth quarter of the financial year, the Council would be in surplus. He provided the Council with the main variances against budget giving rise to the surplus. However he noted the need for the Council to consider the adequacy of its reserves, notably in relation to the need to replace playground equipment and the need to finance any traffic management measures recommended by the Traffic advisory group.

**d) Reserves.**

The Council noted the ring-fenced reserves and the ear-marked reserves. Councillors felt the playground equipment ear-marked reserve should be increased, given the capital cost of the equipment involved and the likelihood external funding would be more difficult to obtain in the future. They also considered additional reserves would need to be made for traffic management measures, given the cost estimates provided by HCC of possible options. The increase in the ear-marked reserves could be funded by a transfer from the general reserve, whilst maintaining an appropriate level of general reserves so as to enable the Council to deal with unexpected events/expenditure. The Council agreed to consider the matter further at the January Council meeting.

**e) Preliminary budget for 2018/19.**

The RFO noted the provisional budget for 2018/19 showed the Council could operate within the existing level of precept, including an appropriate allowance for community projects and grants. Councillors felt there was no reason to increase the precept for 2018/19, a final decision being made at the January Council meeting.

**213/17 CLERK’S REPORT.**

The Clerk commented on the actions taken on matters determined at previous meetings and not included on the agenda (Appendix).

**214/17 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next Council Meeting would be on Monday 8<sup>th</sup> January 2018 at 7.30pm in the Committee Room.

The meeting closed shortly before 9pm.

Chairman .....John Chapman.....Date: 8<sup>th</sup> January 2018

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

Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> <li>Clerk to review boundaries;</li> </ul>	Clerk
<b><u>Search completed; historic maps to be reviewed.</u></b>	

Action: DBC check	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for contractor to undertake DBS check and Council to pay costs involved.</li> </ul>	Clerk
<b><u>In hand – for next season</u></b>	

Action: Benches	By Whom:
<ul style="list-style-type: none"> <li>Cllr Tull to provide bench</li> </ul>	Cllr Tull
<b><u>Defer for time being</u></b>	

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
<b><u>OPHMC to consider revisions to current constitution. Cttee 'on hold'</u></b>	

Action: Whaddon Lane ditch.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with HH removal of mud.</li> <li>Clerk to make enquires of Marwell Wildlife re ownership of ditch</li> </ul>	Clerk
<b><u>Request made to HH again. Marwell may be able to assist – discussions in hand.</u></b>	

Action: Local transport services.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to ask community for views re introduction of small charge for present level of bus services.</li> <li>Council to consider other transport options.</li> </ul>	Clerk
<b><u>In hand for January</u></b>	

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
<b><u>Request made to HH; awaiting response.</u></b>	

Action: ROW	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with HCC improvements to Red Lane path and BWxx (Hydes Barn)</li> </ul>	Clerk
<b><u>Request made to HCC; awaiting response.</u></b>	

Action: Play equipment.	By Whom:
<ul style="list-style-type: none"> <li>Cllr Page to inspect with Clerk, and Clerk to update and action rectification plan.</li> </ul>	Cllr Page and Clerk
<b><u>In hand for February/March</u></b>	