

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
13th FEBRUARY 2017  
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 25/17(e))

6 members of the public were present (left after item 25/17(a)).

**17/17 APOLOGIES FOR ABSENCE.**

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

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

**18/17 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

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.

**19/17 REQUESTS FOR DISPENSATION UNDER S33(1) LOCALISM ACT 2011.**

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.

**20/17 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 9<sup>th</sup> January 2017, and the Council **Resolved** they were a true record.

**21/17 PUBLIC QUESTIONS AND COMMENTS.**

The owner of 1 Bottom Pond Cottages, Morestead Hill outlined the main points in support of her planning application for change of use of a field so as to site two shepherd huts for tourist accommodation between March and October. Amongst other matters she noted:

- the number of vehicle movements would not in practice be significantly more than at present as her daughter had moved away from the property, and in addition some tourists would come by bike or taxi;
- the field had not been untouched for years, as one of the objectors had claimed, but had been regularly cut for hay;
- she paid great attention to wildlife – owl boxes had already been repaired, replaced or installed, and there would be no material levels of noise to disturb wildlife;
- she had now decided to use compost or waterless toileting which would avoid the need to use the household cesspit, and also would use 'pop-up' showers.

Other members of the public voiced their objections to the application, including:

- the potential impact on wildlife;
- the poor access point, and the availability of parking;
- the rights of access, with the access owned by a party other than the applicant;
- the danger to tourists and others of the fast moving traffic on the Morestead Road.

The applicant and objectors responded to questions from councillors.

**22/17 COUNTY AND DISTRICT COUNCILLORS REPORTS.**

District Councillor Ruffell updated the Council on a number of recent developments, including:

- a) a recent review of air quality in Winchester – no breach in statutory emissions regulations, but problems noted in St George's Street, Romsey Road and Chesil;
- b) WCC's intention to double the number of affordable homes to 300 by 2020 (70 already planned for the Stanmore area); and
- c) recent successful prosecutions of fly-tippers, together with heavy fines (between £3,000 and £5,400) and a prison sentence for a persistent fly-tipper.

**23/17 POLICE & NEIGHBOURHOOD WATCH REPORT.**

There were no reports from the Police, or matters the Neighbourhood Watch wished to bring to the Council's attention.

**24/17 SOUTHERN PARISHES.**

The Council **Resolved** unanimously to adopt the proposed constitution (Appendix 1) for the Southern Parishes group, and authorised the Chairman and Councillor Phillips to sign the necessary documentation on the Council's behalf, and to represent the Council at meetings of the group.

**25/17 PLANNING**

**a) Planning applications.**

|                     |   |
|---------------------|---|
| SDNP 17/00074/FUL   | 1 Bottom Pond Cottages Morestead Hill   |
| Proposal:           | Change of use of field to site two shepherd huts for the purpose of letting during the months of March - October. |
| Closing date (OPC): | 15/02/17  |

The Council sympathised with the objective of the applicant to create a tourist attraction, and accepted such a facility would be in accord with the South Downs National Park Authority's (SDNPA) Visitor and Tourism Policy. However, the Council **Resolved** unanimously to object to the application, and request it be referred to the Planning Committee, for two principle reasons:

- i. the Council supported the objections already raised by owners of neighbouring properties in relation to access to the site and to highways safety. Access to the site is already dangerous, and even more so for tourists unfamiliar with the Morestead Road. The site is located in a dip in a downward stretch of the road where traffic speed is notorious, and the road is well known in the area as being dangerous. The proposal would most probably increase the number of vehicle movements and hence add to the problem of safety, particularly for tourist users. Councillors noted they would welcome working with the Planning Officer and Highways Officer to assess the safety issues and identify possible solutions;
- ii. the site is located in the National Park and has protected species. Councillors felt that any change of use should be supported by an ecology survey, and the adoption of any recommendations arising from such review. In the absence of such evidence it was unclear whether the application would comply with SDNPA's General Policy 1: to conserve and to enhance the natural beauty and special qualities of the landscape and its setting.

Furthermore, in the event the Council's objections were to be over-ruled, the Council considered that strict conditions should be imposed on the number of vehicles, huts and tents that could be placed on the site during the tourist season, and on drainage arrangements.

|                     |  |
|---------------------|--|
| SDNP 17/00088/FUL   | Marwell Wildlife Park  |
| Proposal:           | Two pre fabricated single storey units and associated infrastructure to provide reptile and Aquatic Isolation and Rearing units. |
| Closing date (OPC): | 15/02/17   |

|                     |  |
|---------------------|--|
| SDNP 17/00238/FUL   | Marwell Wildlife Park  |
| Proposal:           | A permanent 33.44sq. m. fridge freezer unit and two permanent 7.43sq. m. shipping containers to provide additional food storage space; and two temporary 14.86sq. m. stacked portable buildings to create an office and mess room. |
| Closing date (OPC): | 13/02/17   |

The Council had no objections in principle to the two applications, but councillors commented on the need to ensure the sites in question did not become visually unattractive to visitors or passers-by.

|                     |   |
|---------------------|---|
| SDNP/17/00297/LIS   | 2 Yew Tree Cottages , Whites Hill,  |
| Proposal:           | Removal of modern brick fireplace and concrete render and repair of inglenook fireplace. Repair the inglenook. No alterations to the original format are intended, but we wish to repair it like-for-like |
| Closing date (OPC): | 13/02/17  |

The Council had no objections or comments to bring to the attention of the Planning Officer.

**b) Planning decisions.**

**i. Long Barn, Morestead.**

Councillor Phillips commented on his attendance at a Planning Committee meeting to consider an application (SDNP16/04201/FUL) in relation to the erection of a single unit to be used for holiday accommodation with associated parking and landscaping. The Council had opposed the application (as had Twyford parish council), and the Planning Committee determined to reject the application.

**ii. Pembers Hill Farm (Eastleigh application).**

The Chairman noted the decision to allow the building of 250 new homes at Pembers Hill Farm, close to the parish, with all the consequent impact on traffic congestion in the area. One of the main issues was the absence of a sensible local plan identifying the housing need, and the areas where housing would be permitted. As a consequence it would be increasingly difficult to reject developers plans.

**iii. Eastleigh local plan**

The Chairman updated the Council on recent developments involving Action against Destructive Development (ADD). He noted ADD's access to high quality advice, and the next stages in the campaign to protect local villages from certain of the options being considered by Eastleigh Borough Council and which were considered to be fundamentally flawed on traffic and environmental grounds. He also noted the WCC and Eastleigh Borough Council had set-up a liaison committee as some of the key areas included in Options B and C of the Eastleigh local plan involved property owned by WCC.

**c) Enforcement matters.**

The Clerk noted he was awaiting updates from WCC on the outcome of the ecologist's visit to Hydes Barn, Morestead, and on Woodland View Stables.

**d) Affordable housing.**

Councillor Tull updated the Council on his discussions with a third party interested in building affordable homes. He noted he had not heard from Harrah (housing association linked with WCC) for some time. He would continue to keep the Council informed of developments, although he found the process for discussing matters and reaching decisions with Harrah and the other party both slow and frustrating.

**e) South Downs National Park Authority (SDNPA) proposed settlement boundary.**

The Clerk noted he had previously been informed SDNPA would be providing additional information on the proposed settlement boundary by the end of January, but this had been further delayed. SDNPA had previously requested all parish councils to treat their preliminary proposals as confidential, with public consultation later in the year. The Clerk had spoken to SDNPA and they had indicated that as they had inadvertently made public the fact that a draft settlement boundary had been put forward for Owslebury, it would not be inappropriate for the Council to release the information. The Council **Resolved** unanimously to publish the draft settlement boundary (Appendix 2).

**26/17 HIGHWAYS.**

**a) Potholes.**

Councillors noted the growing number of potholes in the parish. They agreed to survey the village lanes and inform the Clerk of the outcome of their review, for the Clerk to summarise and report to Hampshire Highways.

| Action: Potholes   | By Whom: |
|--|----------|
| • .Main Road to Longwood crossroad, and Whaddon Lane to Main Road. | PP/PB    |
| • Hurst and Thompsons lanes.                                       | JC       |
| • Whites and Jackmans hills  | ME       |
| • Mare lane, Hensting lane and Hazeley Road (Owslebury part)       | WM       |

**b) Litter pick.**

The Council supported the proposed litter pick on 5<sup>th</sup> March, arranged by Councillor Martin, as part of the Great British Spring Clean national programme. Further information would be provided on the Owslebury Information Service and in the Newsletter.

**c) Parish emergency plan.**

The Council approved, with minor amendments, the draft Emergency Plan for 2017.

**d) Whites Hill signage.**

The Council **Resolved** unanimously to authorise the Clerk to incur expenditure of up to £110 on the installation of signage previously agreed by the Council.

**e) Lengthsman Scheme 2017/18.**

The Clerk updated the Council on the Lengthsman scheme. The Council noted Owslebury was currently one of 12 local parishes in a group, with Crawley parish council acting as the lead council. The Clerk noted the present group may be split into two groups of six parishes each. The Clerk currently oversees six local parishes on behalf of the clerk at Crawley parish council. The Council **Resolved** unanimously that in the event the current group is divided into two groups of six parishes, the Council would be prepared to act as the lead council for the purposes of the Lengthsman Scheme 2017/18. The Council's agreement would be subject to there being no net cost to the Council of administering the scheme.

|  |          |
|--|----------|
| Action: Lengthsman Scheme  | By Whom: |
| <ul style="list-style-type: none"> <li>.Clerk to make necessary arrangements in the event current group is re-organised into two groups of six parishes each.</li> </ul> | Clerk    |

**27/17 RIGHTS OF WAY.**

Councillor Tull commented on his recent discussions with Hampshire Highways (HH) in relation to rubble he had placed on a track near to Whitelood cottages and which he had levelled with a view to improving the track, notably for horse riders. He understood there had been complaints, and indeed had spoken to two people to explain his actions - and they seemed to be satisfied with his explanations. He was not aware of the names of other complainants. He noted the track is classified as an 'umetalled road' and, following his conversation with HH, he was awaiting confirmation they wished him to remove the rubble and return the track to its original state. He further understood HH may require the improvements made to footpath 30 (Pitcot Lane) to be 'undone'.

The Chairman asked the Clerk to clarify HH intentions notably in relation to Pitcot Lane.

|   |          |
|---|----------|
| Action: .Pitcot/HH  | By Whom: |
| <ul style="list-style-type: none"> <li>.Clerk to discuss HH intentions re improvement to FP 30</li> </ul> | Clerk    |

**28/17 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

**a) 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 a future meeting.

**b) Recreation Ground.**

Councillors noted the continuing problem of dog waste on the Recreation Ground. A minority of irresponsible dog owners continued to spoil the use of the ground. The Council considered requesting the introduction of a bye-law to preclude dogs from the ground. However, councillors concluded such a measure would be unfair on responsible owners and difficult to enforce. The Council agreed to continue to monitor the position, and would give consideration to other measures in due course.

**c) Red Lane gate.**

Councillors noted the keys to the padlock had now been located.

**d) Play area auditor.**

The Council noted the substantial increase (from £39 to £110) in the proposed cost of using the Inspector recommended by WCC. The Council **Resolved** unanimously to accept the Clerk's recommendation to appoint Nick Adam, Registered Play Inspector and former inspector for the Royal Society for the Prevention of Accidents at a cost of approximately £70.

**29/17 FINANCE, ADMINISTRATION AND STATUTORY.**

**a) Payment to 1&1 Ltd.**

The Council **Resolved** unanimously to reimburse the Clerk for his payment of £19.12 to 1 and 1 Ltd for the technical support agreement for the Council's website.

**b) Payments and receipts.**

The Council **Resolved** unanimously to approve the following payments and authorised the Chairman and Councillor Phillips to authorise electronic payments as necessary.

| Voucher         | Amount (£) | Payee               | Purpose                             |            |
|-----------------|------------|---------------------|-------------------------------------|------------|
| <b>PAYMENTS</b> |            |                     |                                     |            |
| 84              | 400.00     | St. Andrew's Church | Maintenance grant (Minute 12/17(b)) | Electronic |
| 85              | 200.00     | Morestead Church    | Maintenance grant (Minute 12/17(b)) | Electronic |
| 86              | 200.00     | Age UK Mid Hants    | S127 grant (Minute 12/17(b))        | Electronic |

|    |        |          |  |            |
|----|--------|----------|--|------------|
| 87 | 165.00 | WCC      | Dog waste collection July-September                      | Cheque     |
| 88 | 19.12  | M Cleary | Reimbursement re website support plan payment to 1&1 ltd | Electronic |
| 89 | 100.00 | ADD      | Additional S137 grant (Minute 8/17(g))                   | Electronic |
| 90 | 277.40 | M Cleary | Net pay January  | Electronic |
| 91 | 184.40 | HMRC     | January PAYE   | Electronic |
| 92 | 1.14   | M Cleary | January expenses - postage                               | Electronic |
| 93 | 29.30  | OPHMC    | January meet room hire                                   | Electronic |

The Council noted the following receipts:

| Amount (£) | Payer      | Purpose                             |                   |
|------------|------------|-------------------------------------|-------------------|
| 16.25      | P Harrison | Use of play area for January        | Electronic        |
| 0.04       | Lloyds     | Interest                            | Electronic        |
| 238.15     | Lloyds     | Interest on maturing 1 year deposit | Electronic        |
| 115.00     | Various    | Donations for Xmas lights Cttee     | Electronic/cheque |

**c) Risk register.**

The Council reviewed the Risk Register and approved the amendments proposed by the Clerk. The Council was satisfied the Register both adequately identified the main risks faced by the Council, and the compensating risk minimisation controls. (A copy of the Risk Register is available on the Owslebury.org.uk website)

**d) Fixed assets register.**

The Council reviewed the Fixed Assets Register. The Council was satisfied the Council's assets had been correctly included in the Register, and the insurance cover was adequate, except in relation to the former phone kiosk. The Council instructed the Clerk to increase the insurance value of the kiosk from £1,000 to £2,500 based on recent examples of replacement cost. (A copy of the Fixed Assets Register is available on the Owslebury.org.uk website)

**e) Insurance.**

The Clerk noted the Council's insurance policy would shortly be due for renewal. He would report to Council (in March or April) on the proposed premium from Zurich, and alternative providers.

|  |          |
|--|----------|
| Action: Insurance  | By Whom: |
| <ul style="list-style-type: none"> <li>.Clerk to ascertain proposed premium from current and alternative providers.</li> </ul> | Clerk    |

**f) Lloyds Bank deposit.**

The Clerk noted the one year deposit of £25,000 previously agreed by Council had matured, and the interest of £238.15 had been credited to the Council's current account. The Council **Resolved** unanimously to place £25,000 in a new deposit account with Lloyds maturing on 29<sup>th</sup> January 2018 at an interest rate of 0.9%.

**g) Reserves.**

The Council reviewed and approved the Reserves policy (Appendix 2), and considered the current level of reserves to be adequate for the Council's financial stability.

**30/17 CLERK'S REPORT.**

The Clerk commented on the actions taken on matters determined at previous meetings and not included on the agenda (Appendix 3).

**31/17 CODE OF CONDUCT.**

There were no matters the Chairman wished to discuss with the Council.

**32/17 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

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

**33/17 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held on 13<sup>th</sup> March 2017 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 9.20pm

Chairman ...John Chapman.....Date: 13<sup>th</sup> March 2017

## **APPENDIX 1: SOUTHER PARISHES CONSTITUTION.**

### **1. Name.**

#### **The name of the Group shall be:**

The Southern Parishes Group.

### **2. Aims.**

#### **The aims of the Group shall be to:**

- a) To investigate options for Shared Services;
- b) To lobby other authorities/organisations on behalf of all the parishes;
- c) To liaise with Winchester City Council and Hampshire County Council on matters affecting/relating to the parishes; and
- d) To liaise with the Winchester Association of Local Councils and the Hampshire Association of Local Councils on matters affecting/relating to the parishes.

### **3. Powers.**

#### **In order to achieve its aims the Group may:**

- a) Arrange meetings of the group as required;
- b) Hold meetings with relevant authorities /organisations;
- c) Invite the County Councillors, City Councillors or other representatives of the authorities to attend meetings;
- d) Work with other groups and exchange information; and
- e) Do anything that is lawful which will help the group to fulfil its aims.

### **4. Membership.**

#### **The membership of the Group will be representatives from:**

Bishop's Waltham Parish Council  
Curdrige Parish Council  
Denmead Parish Council  
Durley Parish Council  
Owslebury Parish Council  
Shedfield Parish Council  
Swanmore Parish Council  
Upham Parish Council.

### **5. Management.**

- a) The Group shall be administered by the Bishop's Waltham Parish Council.
- b) The officers of the Group will be the Chairperson and the Clerk.
- c) The Chairperson shall chair all meetings of the Group.

### **6. Duties of the officers.**

#### **a) The duties of the Chairperson are to:**

- Chair meetings of the Group; and
- Act as a spokesperson for the Group when necessary.

#### **b) The duties of the Clerk are to:**

- Take and keep notes of the meetings;
- Prepare the agenda for the meetings;
- Maintain the membership list;
- Deal with any correspondence; and
- Collect and circulate any relevant information within the Group.

### **7. Meetings.**

#### **Meetings will be:**

- a) Held monthly or as necessary; and
- b) Held at the Jubilee Hall, Bishop's Waltham (unless an alternative venue is requested).

### **8. Alterations to the Constitution.**

Any changes to the Constitution must be agreed by all the Parish Councils making up the membership.

**9. Dissolution.**

The Group may be wound up at any time if agreed by all the Parish Councils making up the membership.

**Signed by:**

|       |                                |
|-------|--------------------------------|
| ..... | <b>For Bishop’s Waltham PC</b> |
| ..... | <b>For Curdridge PC</b>        |
| ..... | <b>For Denmead PC</b>          |
| ..... | <b>For Durley PC</b>           |
| ..... | <b>For Owslebury PC</b>        |
| ..... | <b>For Shedfield PC</b>        |
| ..... | <b>For Swanmore PC</b>         |
| ..... | <b>For Upham PC</b>            |

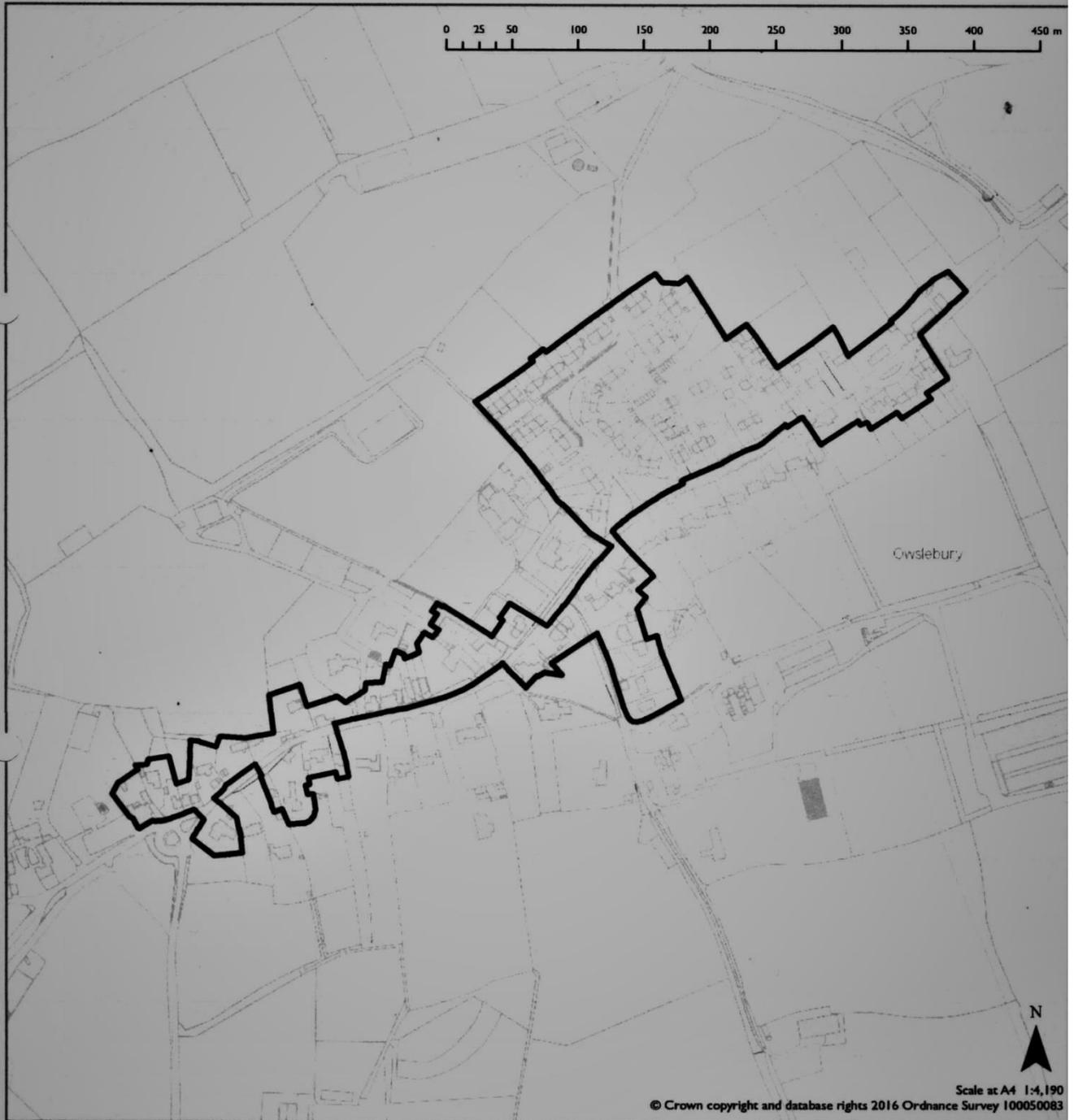
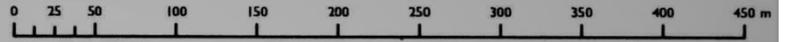
SOUTH DOWNS  
NATIONAL PARK

# Owslebury

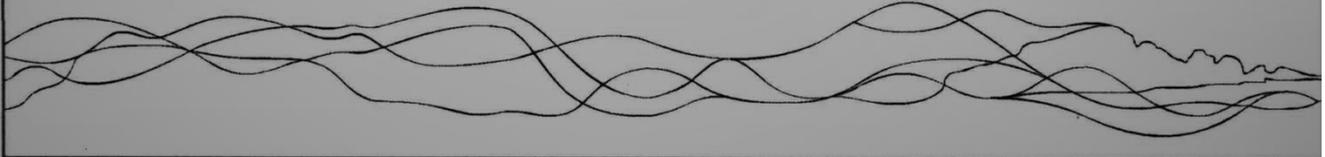


 Draft Settlement Policy Boundary Designation

 SDNP boundary



Scale at A4 1:4,190  
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**APPENDIX 3: CLERK'S REPORT**

|   |                 |
|---|-----------------|
| Action: Recreation Ground   | By Whom:        |
| <ul style="list-style-type: none"> <li>• Dragon's teeth to be installed on bank at Recreation Ground.</li> </ul> Temporary measures taken pending installation of teeth   | PP/GT           |
| Action: Staggs Gate pond  | By Whom:        |
| <ul style="list-style-type: none"> <li>• Clerk to review boundaries;</li> </ul> In hand – search arranged and maps being reviewed.  | Clerk           |
| Action: Traffic management.   | By Whom:        |
| <ul style="list-style-type: none"> <li>• Councillor Egerton to discuss with school governors and seek their support.</li> <li>• Chairman to write to parents and to parishioners.</li> </ul> Agreed to hold-back for time being | ME/JC/<br>Clerk |
| Action: Bridleway from Greenhill to Red Lane  | By Whom:        |
| <ul style="list-style-type: none"> <li>• Clerk to inspect and assess.</li> </ul> In hand  | Clerk           |
| Action: Cyclists and HGVs.  | By Whom:        |
| <ul style="list-style-type: none"> <li>• Clerk to acquire signage re cyclists and HGVs</li> </ul> In hand – signs available and ready to be installed   | Clerk           |
| Action: Red lane lock.  | By Whom:        |
| <ul style="list-style-type: none"> <li>• Councillors to make enquiries re key.</li> </ul> Key now located.  | Councillors     |
| Action: Hedge on ROW Glebe field  | By Whom:        |
| <ul style="list-style-type: none"> <li>• .Clerk to contact owner's representative and arrange for hedge to be cut-back.</li> </ul> Now completed.   | Clerk           |
| Action: Gate on Glebe field.  | By Whom:        |
| <ul style="list-style-type: none"> <li>• Councillor Bowes to reflect on need for replacement.</li> </ul> PCC confirmed they wish to have wooden gate at own expense   | PB              |
| Action: Swing seat.   | By Whom:        |
| <ul style="list-style-type: none"> <li>• .Clerk to acquire swing seat.</li> </ul> Awaiting second opinion   | Clerk           |