

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
12th JANUARY 2015
COMMENCING AT 7.30PM IN THE OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Mark Egerton, Will Martin, Roger Page, Paul Phillips (from 7.40pm), Gerry Tull,

IN ATTENDANCE

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

Dan Oakley Dark Skies Lead and Western Area Ranger SDNP (left after 6.15(b))

Nick Heaseman Western Area Manager SDNP (left after 6.15(b))

6 members of the public were present (left at varying times).

APOLOGIES.

Councillor Sally Tattersall

County and District Councillor Rob Humby

District Councillor Laurence Ruffell

1/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Chapman noted his personal interest in a matter concerning a tree and Hampshire Highways, Councillor Phillips (as a member of the PCC) in matters concerning St. Andrews Church, Councillor Martin (as Treasurer) in matters concerning Morestead Church, Councillor Egerton (as Treasurer) in matters concerning the Sports Club and Councillor Tull (as a landowner) in matters concerning land for potential social housing development.

2/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8th DECEMBER 2014.

All Parish Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 8th December 2014, and it was **Resolved** unanimously that they were a true record.

3/15 PUBLIC QUESTIONS AND COMMENTS

a) Planning Applications.

Marwell Manor Farm: The agent for the landowners commented on their application for change of use of a redundant agricultural building to a residential building. He noted recent changes in legislation permitted such change of use and that the footprint of the residential property would be more or less the same as for the agricultural building. The change of use would represent a visual improvement to the area. He noted the use of the building would not be limited to family members or agricultural workers. The agent responded to questions from councillors.

b) Other Agenda Items.

A resident of Beech Grove commented on the damage to the verges and kerbstones caused by school buses turning out of the school. As a consequence there were deep ruts in the verges which spoiled the look of the road and were unfair and unreasonable on the residents.

4/15 POLICE REPORT.

There was no Police Report. The Clerk noted that the November on-line Crime Report recorded a theft in South Road and that there had been recent reports of suspicious vehicles in the village.

5/15 COUNTY AND DISTRICT COUNCILLOR REPORTS.

The Clerk noted that neither oral nor written reports had been provided to him on this occasion.

6/15 PLANNING

a) SDNP Approach towards protecting 'dark skies'.

Dan Oakley, Dark Skies Lead and Western Area Ranger SDNP, gave a short presentation on the SDNP plans to create a 'dark sky reserve'. This would be similar to the reserves in other national parks. Policies would be put in place for public lighting, and in areas such as Owslebury, councils would be encouraged to include protection of dark skies in their plans. He responded to Councillors' questions. At the end of the

discussion, and at the request of Mr Oakley, the Council **Resolved** unanimously to confirm its support for SDNP's dark skies policy.

Action: Dark Skies	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to write to SDNP to confirm support for dark skies policy. 	February	Clerk

b) SDNP update.

Nick Heaseman, Western Area Manager SDNP, updated the Council on his role, resources, key contact points for the Council and the policies of the Park. He had access to some 50 trained volunteer staff as well as rangers. He noted that SDNP worked closely with district councils. However in the event of a disagreement or concern about a matter material to the development of the Park, the Council should contact him or one of his colleagues (names provided to the Clerk). He commented on a range of other matters from affordable housing in rural areas to creating a park identity.

c) Planning Applications.

WCC 14/02907/FUL	Marwell Manor Farm, Portsmouth Road, Fishers Pond, Eastleigh SO50 7HF.
Proposal:	Change of use from agricultural to 1no. residential dwelling.
Closing date (OPC):	4 th February

The Council had no objection to the change of use of a redundant and unsuitable agricultural building. However, one Councillor felt strongly the residential use should be limited to family members or agricultural workers. Whilst other Councillors felt an agriculture restriction would be inappropriate, the general view was that there should be some restriction to preclude redevelopment of the property in the early years after change of use. The Council **Resolved** (5 in favour and 1 against) not to object to the application but would recommend the planning conditions include a restriction on the redevelopment of the property for a significant period of, say, 10 years.

SDNP 14/06156/HOUS	Ten Acre Cottage, Baybridge Lane, Owslebury.
Proposal:	Proposed erection to the dwelling house, erection of replacement garage, stable building and alfresco dining structure.
Closing date (OPC):	13 th January 2015

The Council unanimously **Resolved** that whilst it did not object to the application, the planning conditions should include the retention of the hedges/trees that presently screen the property, or suitable alternative screening.

SDNP/14/05512/HOUS	Stable Cottage, Greenhill House, Baybridge Lane, Upham
Proposal:	New dormer windows
Closing date (OPC):	22 nd January 2015

The Council unanimously **Resolved** not to comment on the application.

d) Planning Decisions

Hazeldene.

The Council noted the application in relation to Hazeldene, Longwood Road, Owslebury for a 2 storey extension had been approved by SDNP. (SDNP 14/05497/FUL).

Cranbury Removals.

WCC 14/01624/FUL	Cranbury Removals (Humbee Nurseries) Thompsons Lane, Owslebury
Proposal:	Removal of some existing polytunnels and erection of steel framed storage warehouse with parking spaces.
Outcome	Approved

The Council noted Mr Simon Eden's (Chief Executive WCC) reply to the Council's letter outlining its strong concerns about the process and outcome relating to the above application. Councillors were not persuaded by Mr Eden's explanations and debated the further action, if any, that should be taken. Whilst the Council wished to 'move on', Councillors were concerned the WCC decision was incompatible with the Parish Plan and set a precedent for the creeping industrialisation of the area. The Council unanimously **Resolved** to

write to Mr Eden to acknowledge his letter and to express the Council's disappointment with his conclusions and its concern that the planning officer had reached the wrong decision.

Action: Cranbury Removals	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to write to WCC expressing disappointment. Matter to be discussed with Julie Pinnock at April meeting. 	February/ April	Clerk

e) Enforcement.

There were no new enforcement cases for Council to consider. In relation to an old case (involving the use of polytunnels for storage purposes at Humbee Nurseries) which had been settled, the Council confirmed it had no objection to WCC closing the file. A Councillor noted the construction of stables on a property and suggested enquiries be made as to whether planning permission had been granted.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to make enquiries re construction of stables. Clerk to confirm closure of file re polytunnels at Humbee Nurseries. 	February	Chairman Clerk

f) Planning Applications outstanding.

Councillors noted the list of planning applications where decisions are still outstanding.

g) Strategic housing and land availability assessment (SHLAA).

Councillors agreed to defer the matter to a future meeting. In the meanwhile advice should be sought from SDNP.

Action: SHLAA	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to enquire of SDNP as to advice on criteria for affordable housing 		Clerk

7/15 HIGHWAYS.

a) HCC Flood Mitigation measures.

The Clerk updated the meeting on his recent discussions with Hampshire Highways (HH) on flood mitigation work in connection with ditches, drains and gullies in the parish. Councillors noted that HH would be considering the additional work required in Hurst Lane, Hazeley Pond and at Underacre, Main Road. They would also arrange to remove debris from the ditch in Whaddon Lane. Although the work in Hensting Lane had largely been completed, Councillors were concerned that water was not flowing through the pipe from the ditch to the field, because the pipe had been incorrectly positioned.

Action: Flood mitigation.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to provide further update and to discuss with HH positioning of pipe re Hensting Lane. 	February	Clerk

b) Traffic Management.

The Clerk noted there had been no progress in the discussions with Andy Smith, Traffic Management, and the further meeting with him had not yet been arranged by County and District Councillor Humby. However, mainly as a consequence of the assistance provided by SDNP, the Parish would be considered for the Quiet Lanes scheme. This may be a first step in a wider series of traffic calming measures.

Action: Quiet Lanes	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain whether Owslebury has been approved for the Quiet Lanes scheme. 	February	Clerk

c) Parking arrangements around the school.

Councillors noted the damage to the verges and kerbstones caused primarily by coaches leaving or entering the school. The damage was unfair and unreasonable on the residents and unsightly for the village as a whole. A Councillor noted the situation only appears to have arisen in the last year or so and questioned whether the bus drivers were at fault. Councillors considered possible solutions to the short and longer term issues. In essence either the coaches would need to collect children from another point in the village, or additional parking spaces would be needed in Beech Grove, with perhaps dragon's teeth to restrict access to the verges. At the end of the discussion the Council agreed the following steps:

Action: Beech Grove parking	By When:	By Whom:
<ul style="list-style-type: none"> • Short term: Clerk to liaise with Hampshire Highways for repairs to kerbing and verges. • Medium term: Clerk and Chairman to discuss with HCC/WCC/School alternative coach providers better able to negotiate Beech Grove or, for the safety of children and residents as well as protection of the verges, additional car parking spaces and other measures such as dragons teeth. • Clerk and Chairman to discuss with School alternative pick-up points for school children, consistent with Health and Safety. 	February	Council

d) **Vegetation cutting list.**

The Council asked the Clerk to liaise with Councillor Tull as to the recommendation to be put to HCC for the 2015 cutting programme.

Action: Cutting programme 2015	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to liaise with Councillor Tull. 	January	Clerk

e) **Other matters.**

Councillors noted cars were leaving the Activity Centre without due regard for traffic in Hurst Lane.

Action: Activity Centre	By When:	By Whom:
<ul style="list-style-type: none"> • Chairman to enquire whether additional signage required at Activity Centre warning drivers to take greater care in exiting the centre. 		Clerk

8/15 RIGHTS OF WAY.

There were no new matters to report. However, it was agreed:

Action: Rights of Way	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to arrange for newsletter item for parishioners to report problems on ROW. 	February	Clerk

9/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) **Owslebury Sports Pavilion.**

There were no new matters to report.

b) **Dog waste.**

The Clerk was asked to put an additional notice in the newsletter reminding owners to dispose of their dog's faeces, and to consider new signage.

Action: Dog faeces	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to arrange for newsletter items and to consider new signage. 	February	Clerk

10/15 COMMUNITY SERVICES.

There were no new matters to report.

11/15 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:

Voucher	Amount (£)	Payee	Purpose
PAYMENTS			
76	50.00	Twyford Patients Group	S137(1) grant – Minute 238/14(b)
77	200.00	Morestead Church	S137(1) grant- Minute 238/14(b)

78	200.00	Age UK Winchester	S137(1) grant – Minute 238/14(b)
79	250.00	Home Start	S137(1) grant – Minute 238/14(b)
80	228.00	General Lamps	Xmas light bulbs (release from ring fenced reserve)
81	273.93	M Cleary	Net Pay December
82	182.00	Post Office Ltd	PAYE for December
83	25.99	M Cleary	Expenses December (postage £1, travel £5.40, stationery £11.59, maintenance £8)
RECEIPTS			
	0.81	Lloyds Bank	Interest on business deposit account

b) Grants and donations.

The Council considered the criteria for making grants and donations and determined to make a grant of £300 to St. Andrews Church for church maintenance and repairs.

Action: St Andrews Church grant	By When:	By Whom:
• RFO to arrange for grant of £300.	February	Council

c) Budget and Precept 2015/16.

The Council reviewed the RFO's estimate for 2014/15 and budget for 2015/16 (Appendix 1). The Council; noted the surplus for 2014/15 would be used, in accordance with the Council's policy on reserves, to augment the reserves for community projects likely to be necessary in the medium term, and the need to provide for the replacement of play equipment. Having considered the estimate of costs for 2015/16, the Council unanimously **Resolved** to set a Precept for 2015/16 of £21,800 , a small reduction over that set for 2014/15.

d) Hampshire Pension Fund.

The Council agreed the RFO should make further enquiries as to the Council's liability to the Local Government Pension Fund.

Action: Hampshire Pension Fund	By When:	By Whom:
• RFO to make further enquiries.	February	Council

12/15 CLERK'S REPORT.

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

13/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

Councillors noted the growing problem of litter and asked this be included on the agenda for the next meeting.

14/15 DATE OF NEXT COUNCIL MEETING.

It was agreed the next Council meeting would be held on 9th February 2015 commencing at 7.30pm.

The meeting closed shortly before 10pm.

Chairman...John Chapman.....

Date: 9th February 2015

**APPENDIX 1: ESTIMATED OUTCOME
2014/15 & BUDGET 2015/16**

<u>Income</u>	Budget receipts April - March 2014/15	Actual receipts April - Dec 2014/15	Estimated receipts Jan- March 2014/15	Forecast receipts March- April 2014/15	Budget Receipts April - March 2015/16
	£	£	£	£	£
Precept	21997	21997	0	21997	21800
Council Tax Support	928	928	0	928	1212
Grants & Donations					
Ring fenced Xmas lights		40		40	
Ring fenced WW!/Dday		825	350	1175	
Ring fenced: minibus appeal		61		61	
General donations		45		45	
				0	
Sports club	100	200	0	200	600
Sub Station Rent	100	100	0	100	100
Interest Received					
Bus 30 Day Account	10	7	3	10	10
VAT Refund	1000	337	356	693	500
Overpayment of pension contribution	0	25	0	25	0
Total Receipts	24135	24565	709	25274	24222

<u>Expenditure</u>	Budget expenses April - March 2014/15	Actual expenses April - Dec 2014/15	Estimated expenses Jan- March 2014/15	Forecast expenses March- April 2014/15	Budget expenses April - March 2015/16
Staff Costs					
Clerk's Net Salary	3881	2741	1056	3797	4028
Income Tax	2587	1824	704	2528	2685
Employee NICs Overpayment	0	0	0	0	0
National Insurance – Employee	0	0	0	0	0
National Insurance – Employer	0	0	0	0	0
Clerk's Pension – Employee	0	0	0	0	0
Clerk's Pension – Employer	0	0	0	0	0
Former Clerk's OPC pension contribution	300	25	0	25	0

Administration / General Expenditure					
Chairman's Expenses	80	60	20	80	80
Councillors Expenses	50	0	50	50	50
Clerk & Councillors Training	290	30	100	130	250
Publications	30	0	0	0	30
Photocopying	27	2	10	12	30
Postage	60	29	10	39	65
Clerk's Mileage	150	62	25	87	150
Clerk's Telephone/Broadband Allowances	125	93	31	124	125
Clerk's Working from Home Allowances	125	94	32	126	125
Stationary	160	63	100	163	160
Meeting Expenses	400	254	150	404	450
Insurances	1400	987	0	987	1400
Audit	400	380	0	380	400
Office Equipment	80	74	0	74	80
Website	500	325	175	500	290
Subscriptions					
Hampshire Ass'n of Local Councils	265	265	0	265	285
HALC (Local Council Review - LCR)	16	17	0	17	19
Society of Local Council Clerks (SLCC)	105	101	0	101	110
Council for Protection of Rural England	32	36	0	36	40
Winch. District Ass'n o Local Councils	30	0	30	30	35
Hants. Playing Fields Association	42	40	0	40	45
Newsletter Subscription	0	0	0	0	
AVG computer security	33	0	0	0	0
Information Commissioner	37	35	0	35	40
Community Donations/ Projects					
<u>Owslebury Organisations: -</u>					
St Andrew's Church	100	0	100	100	100
(General Maintenance)					
St Andrew's Church	200	0	200	200	200
(Grounds Maintenance)					
Morestead Church	100	200	0	200	100
Owslebury Newsletter	100	0	0	0	100
OPHMC	0	0	0	0	0
Marwell Wildlife	100	0	0	0	100
Christmas Lights	0	0	0	0	0
<u>Local Charities: -</u>					
Winchester CAB	150	0	0	0	150
Age UK Winchester	200	200	0	200	200
Home Start	100	250	0	250	100
Charitable Approaches	1000	150	0	150	1000
<u>Owslebury Projects</u>					
WW1/DD commemoration	700	2950	0	2950	0
Defibrillator		850	250	1100	

Christmas Lights (release from reserves)		190	0	190	0
Other community projects	3000	1500	0	1500	3000
General Maintenance					
Grass Cutting	1940	1490	0	1490	1940
Dog Waste Collections	740	495	175	670	740
Play Area Repair & Inspections	600	81	250	331	600
Street Lighting	200	206	0	206	220
Vodafone scheme	0	0	0	0	150
General Maintenance / Repairs	500	37	300	337	500
Bank tree	400	300	0	300	1000
Community Assets					
Land Registry costs	277	0	0	0	277
VAT Paid	1000	693	0	693	500
Total Expenses	22612	17129	3768	20897	21949
Net Surplus/(Deficit)	1523	7436	-3059	4377	2273

NOTES SUPPORTING 2015/16 BUDGET

1. Precept and Council Tax support Grant

Combined precept & Council tax support grant should give rise to a small reduction in overall income (c3% reduction for Band D council tax payers) in line with OPC discussion.

2. Sports Club

Increase of £400 over 2014/15 reflects assumption that COPC will include the pavilion in its insurance and re-charge the club.

3. Other income.

Budget presumes there will be no grants or donations in 2015/16

4. Clerk's income

As per Employment Contract, increase in scale rate from SCP 23 to SCP 24 ie from £10.603 to £11.19 per hour (5.5%). Budget assumes 50 hours per month (maximum permitted 55). Actual hours 2014/15 running at 48/49 per month. Tax based on 40%; no NI or pension.

5. Training costs.

Additional budget (£250) as little training in 2014/15.

6. Insurances.

Presumed to be same as last year but plus insurance for pavilion (re-charged to Club- see above). Market is still weak, so some reduction may be achieved.

7. Website

Savings due largely to bringing website in-house.

9. Grants.

Budget is ample and there may be room to make savings.

10. Community projects.

£3,000 budgeted for speed/flooding projects. Any additional expenditure can be covered from Reserves.

11. Grass cutting.

Increase of £500 to allow for additional cuts and sundry extra works.

12. Play area.

Budget allows for some refurbishment of play equipment.

13. Bank tree

£1,000 budgeted for pruning of tree, as discussed by OPC

14. Vodaphone.

£150 budgeted for line cost of 3 boosters – may not be required if scheme does not proceed.

15. Land Registry

£277 for registering Glebe Field – bill still awaited from solicitors

APPENDIX 2: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Litter Pick	By when:	By whom:
<ul style="list-style-type: none"> Councillor Martin to arrange Litter pick. 		WM

To be carried out in the Spring

Action: Council's interest in land	By when:	By whom:
<ul style="list-style-type: none"> To note with the owners of Lower Whiteflood Farm the Council's ownership of Common Land (CL231 and to enquire as to the state of the Pond. 		Clerk

Completed. Landowner acknowledges Common Land status and pond in acceptable state

Action: Barbed wire	By When:	By Whom:
<ul style="list-style-type: none"> To discuss with owners of Sladford House the removal of barbed wire on the stiles. 		JC

Barbed wire removed

Action: Accredited Community Safety Officer	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make further enquiries re role and cost sharing with other councils. 	July/August	Clerk

No further developments at this stage.

Action: Parish Hall	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to investigate possibility and related obligations of the Council taking on Trusteeship of the Hall. 	October	Clerk

Awaiting clarification on ownership of Hall

Action: BoomTown traffic	By When:	By Whom:
<ul style="list-style-type: none"> Council to consider matter further in due course. 	April	All

To be considered in the Spring

Action: Building activity	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ask Enforcement to make enquiries re developments on local farm 	October	Clerk

Awaiting response from Enforcement

Action: Owslebury Sports Club	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to explore financial and ownership options with the Club and report back to Council 		Clerk

In hand

Action: Dog fouling	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for additional signage and public notices. 	November	Clerk

In hand

Action: SpeedWatch	By When:	By Whom:
<ul style="list-style-type: none"> Clerk/Rob Humby to arrange a meeting with Andy Smith; Subject to above, Council/Rob Humby to consider approach to Police Commissioner. 		Clerk/Rob Humby

Awaiting clarification from Rob Humby

Action: Community transport	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquiries as to how other small and relatively isolated parishes deal with transport requirements. 		Clerk

In hand for February meeting

Action: Winchester District Local Plan part 2	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to register OPC's concern in relation to additional traffic and related improvement in roads 	December	Clerk

Done

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to invite Enforcement to attend a Council meeting. 	January/February	Clerk

Attending April meeting

Action: Emergency powers	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to follow up on enquiry re powers of emergency committees 	January	JC/Clerk

Action: Overhanging hedges	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to issue reminder to cut- back hedges. 	January	Clerk

Done

Action: Defibrillator	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for installation within £500 maximum spend. 	December/January	Clerk

In hand