

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
8th JANUARY 2018  
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

**PRESENT.**

Parish Councillor John Chapman.

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

**IN ATTENDANCE.**

County and City Councillor Rob Humby (left after item 8/18(a)).

District Councillor Laurence Ruffell (left after item 8/18(a)).

Clerk and Responsible Financial Officer (RFO) Michael Cleary.

2 members of the public were present.

**1/18 APOLOGIES FOR ABSENCE.**

District Councillor Amber Thacker.

**2/18 DISCLOSURE OF INTERESTS ON AGENDA ITEMS.**

Councillor Page noted his personal interest (as a neighbour) in a planning application in relation to Quest Lodge, Low Hill Farm, Fishers Pond. Councillor Bowes noted he is Chair of Neighbourhood Watch.

**3/18 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 4<sup>th</sup> December 2017, and the Council **Resolved** they were a true record.

**4/18 PUBLIC QUESTIONS AND COMMENTS.**

There were no questions from the members of the public.

**5/18 COUNTY AND DISTRICT COUNCILLORS REPORTS.**

The Clerk noted District Councillor Ruffell had provided a written report (Appendix 1) which had been circulated to councillors before the meeting. District Councillor Ruffell also commented on the planning for the Boomtown event later in the year, noted the WCC policy in relation to travellers would be determined by WCC shortly, and encouraged councillors to reflect on whether the parish should mark the centenary of the ending of the Great War.

County and City Councillor Humby commented on a number of matters including:

- a) the need for HCC to find savings of some £140m in the current budgetary round. This would inevitably have an impact on many services, particularly in the light of the growing demand on resources for older people and for vulnerable children. In relation his portfolio, as a HCC Cabinet member, for Transport and the Environment, he was seeking savings of some £20m. He noted the main areas involved were: community transport, patrols, waste and recycling centres and bus subsidies. Savings had been found through such initiative as re-negotiation of the PFI contract for street lighting, and he would be arguing the case for a small charge to be levied at waste and recycling centres. In addition there may be a small increase in the council tax;
- b) the pressure on Hampshire Highways during the recent past with both freezing temperatures and flooding issues. This had inevitably meant routine maintenance had had to take second place to ensure immediate issues could be addressed. Councillors commented on the need to address issues within the parish such as the continuing problems with the Whaddon Lane ditch, the Hurst Lane culvert and potholes. One councillor felt strongly it would be cheaper for HCC to address such problems now rather than wait for expensive repairs to have to be carried out at a later date;
- c) the proposed improvements to the M3/A34 junction, and the public consultation taking place. He commented that by addressing such major issues (and having secured funding) it should relieve traffic congestion in the area;
- d) the concerns expressed by HCC (in writing) to Eastleigh Borough Council in relation to the continuing need for further and better particulars for their favoured traffic management scheme to support the proposed local plan, and the alternative actions that may be available to them.

County and City Councillor Humby noted the Council's concerns about traffic management in the parish and offered to arrange a meeting with officers as and when the Council felt such a session would be useful.

**6/18 POLICE & NEIGHBOURHOOD WATCH REPORT.**

There was no report from the Police. Councillor Bowes (Chair, Neighbourhood Watch) reported the growing number of 'scam' or fraud related emails.

**7/18 PLANNING**

**a) Planning applications.**

WCC 17/02909/HOU	Quest Lodge, Low Hill Farm, Portsmouth Road
Proposal:	Conversion of garage to habitable space, porch extension and internal alterations.

The Council **Resolved**, unanimously, it had no objections to bring to the planning officer's attention. However, councillors noted the orange planning notice had not been displayed in a prominent place, as required under planning regulations, and asked the Clerk to bring the matter to the attention of the Planning Officer.

**b) Planning decisions.**

The Clerk noted he had not been informed of any planning decisions by SDNP or WCC since the last Council meeting.

**c) Enforcement matters.**

The Clerk noted he was awaiting a report from Enforcement and would update the Council in due course. Councillors noted their continuing concern about potential breaches of planning regulations/law at Dundee Farm and asked the Clerk to pursue the matter. District Councillor Ruffell offered his assistance in resolving the matter.

Action: Enforcement.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with district Councillor Ruffell enforcement concerns re Dundee Farm.</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 the outcome of the Eastleigh Borough Council (EBC) meeting held before Christmas. EBC had resolved to pursue Options B & C, options which many parties considered to be inappropriate for Eastleigh and damaging to the parishes on the boundary with Eastleigh. The matter would be discussed at a meeting later in January between local councils and other interested parties with George Hollingbery MP. The Chairman noted he would update the Council at its next meeting.

**e) Ancient trees.**

Councillors commented on the recent destruction of ancient trees in the parish. Whilst the trees did not have Tree Protection Orders, they nonetheless were part of the village landscape and their destruction was unnecessary and inappropriate. The Council asked the Clerk to consider, with District Councillor Ruffell, the process for identifying trees which are important to the village, and whether the Council could take any measures to prevent the destruction of such trees in the future.

Action: Trees.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with District Councillor Ruffell process for identifying significant trees, and possible steps OPC could take to protect such trees.</li> </ul>	Clerk

**8/18 HIGHWAYS.**

**a) Traffic Advisory Group (TAG).**

Councillor Martin noted he had given preliminary consideration to the work of the TAG, including

- i. reviewing relevant publications including a report prepared by Hamilton Baillie Associates for Upham, a near-by parish which also has traffic problems;
- ii. spoken with Councillor Barbara Holyome of SDNP and also to Upham councillors Dukes and Flaherty;
- iii. spoken to Ben Hamilton Baillie. They had discussed the possibility of Hamilton Baillie Associates undertaking a review of the range of options for Owslebury. Such a review would take place in March/April and would cost about £850 per day plus VAT – possibly cheaper if other local parishes commissioned similar reviews at the same time.

Councillor Martin noted that such a review would provide the Council with possible solutions. However, and critically, there would need to be ‘buy-in’ from residents for any proposed scheme to be successful as driving habits would need to change. Naturally, HCC would need to be persuaded to support the favoured scheme, and cost would be an issue. The Clerk and County and City Councillor Humby noted HCC had already devised a menu of possible traffic management initiatives parishes could take, at their own cost. The Clerk agreed to circulate details to councillors.

Councillors noted the need to have such work undertaken with the identification of possible options that could be pursued, together with the related costs involved. This would be the ‘starting point’ for discussions with residents and with HCC. One councillor felt cost was irrelevant as lives were at stake.

The Council agreed Councillor Martin should contact Hamilton Baillie Associates to arrange for them to undertake their review, such review being subject to formal confirmation at the February meeting. Councillors requested Councillor Martin to circulate a copy of the Upham report so as to give councillors an idea of the issues and possible solutions involved.

Action: Traffic Advisory Group.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to circulate HCC traffic management options;</li> <li>• Cllr Martin to circulate Hamilton Baillie report</li> </ul>	Clerk Cllr Martin

b) **Hampshire Highways.**

The Chairman noted the key matters of concern had been considered earlier in the meeting (see paragraph 5/18(b)).

c) **Access for wheelchairs.**

The Clerk noted a parishioner had expressed concerns about the difficulty for wheelchair users and those with push-chairs to access the playground. The kerb and the strong spring on the gate both caused problems. The Council was unanimous in determining the problem, notably for wheelchair users, should be addressed and resolved. The Council asked the Clerk to obtain further information from the parishioner concerned, research the actions taken by other councils, seek advice from professional bodies and WCC and return to the Council with his recommendation (and related cost).

Action: Access to playground for disabled users	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to review and make recommendations to Council</li> </ul>	Clerk

**9/18 RIGHTS OF WAY.**

a) **General matters.**

Councillors noted the improvements needed to FP 50 were in another parish, Beauworth, but asked the Clerk to raise the matter with Beauworth and with HCC on health and safety grounds. The Clerk noted he was awaiting a discussion with Hampshire Countryside department about the state of the Red Lane path.

Action: ROW	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to make further enquires re FP 50 and Red Lane noting health and safety concerns. Clerk to suggest HCC meet on-site with councillors re Red Lane.</li> </ul>	Clerk

b) **HCC cutting programme.**

Councillors considered the paths that could be included in the 2018 cutting programme and asked the Clerk to make the necessary arrangements.

Action: HCC cutting programme	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to provide HCC with proposed paths to be included in cutting programme.</li> </ul>	Clerk

**10/18 RECRUITMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO).**

a) **Recruitment Advisory Committee.**

The Council **Resolved**, unanimously, to the establishment of a Recruitment Advisory Committee – in accordance with the Council’s policy for such recruitment – and confirmed the appointment of councillors Chapman, Egerton and Bowes to the Committee. The Committee is to seek a new Clerk and RFO and bring forward recommendations to the full Council for debate and decision.

b) **Job and person specification.**

The Council approved the job and person specifications prepared by the Clerk in consultation with the Chairman.

**11/18 FINANCE, ADMINISTRATION AND STATUTORY.**

a) **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>				
78	21.65	OPHMC	December room bookings	Electronic
79	275.43	M Cleary	Net pay December	Electronic
80	183.60	HMRC	PAYE for December	Electronic
81	63.34	M Cleary	December expenses (postage £1.14, 14ly allowance re home working £31.25, broadband/phone £30.95).	Electronic
82	20.00	J Chapman	1/4ly chairman's allowance.	Electronic
83	120.00	S Comley	Creosote re bus shelter (agreed budget per Minute 195/17(i) : £120)	Electronic
84	70.00	S Comley	Creosote re Glebe Field gate (agreed budget per Minute 195/17(i): £70)	Electronic
85	165.00	WCC	Dog waste collections Oct- Dec 2017	Electronic

**Receipts**

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
15.00	Smith/Harrison	Use of play area December	Electronic

b) **Reserves.**

Councillors had reviewed at the December Council meeting the adequacy of the ear-marked reserves. They had concluded 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. Having assessed the likely outcome for 2017/18 and the budget for 2018/19 (refer to para (d) below) the Council **Resolved**, unanimously, to increase the playground equipment reserve from £15,000 to £25,000 and the reserve for community projects (most notably traffic calming related projects) from £18,250 to £25,000 – in both cases by a transfer from the general reserve. The Council considered that notwithstanding the reduction in the general reserves as a consequence of such transfers, the general reserve would be at a level sufficient to enable the Council to deal with the small deficit in the 2018/19 budget and any unexpected events/expenditure. The Council noted part of the reserves was held in a 12 month fixed term deposit of £25,000 with Lloyds Bank. The deposit would be due for repayment by the end of January. The Council **Resolved**, unanimously, to instruct the RFO to roll-over the deposit for a further 12 month period.

Action: Fixed term deposit.	By Whom:
• Clerk to rollover deposit of £25k for a further 12 months..	Clerk

c) **Grants.**

The Council determined to consider the matter at the February meeting.

d) **Revised budget for 2018/19.**

The RFO noted the revised budget for 2018/19 showed a small deficit of £1,000 which would be franked by a transfer from the general reserve avoiding the need to increase the precept. The RFO commented on a number of matters including:

- i. a reduction in the council tax support grant from £1,032 to £516;
- ii. the recruitment of a new Clerk/RFO and the RFO: he had made additional provision for additional payroll and pension costs;
- iii. an increase in training costs to reflect the recruitment of a new Clerk/RFO and potentially new councillors following the May elections;

- iv. a reduction in both HCC grants and payments relating to the Lengthsman scheme. The RFO had assumed the administration of the scheme for 2018/19 would be undertaken by another council in the Lengthsman 'cluster';
- v. an increase in the provision for insurance costs as there were signs insurance rates were increasing from their historic low point; and
- vi. a significant provision of £5,000 had been made for community projects, and £1,250 for grants to local organisations.

Councillors expressed concern about the reduction in the council tax support grant provided by WCC. They instructed the Clerk to increase the proposed precept by the amount of the reduction in the support grants (£516). This would only add about £1.50 per household, but would help to protect the parish finances and reduce the budget deficit from £1,000 to £484. Councillors noted the deficit would probably be financed by cost savings during the year, or by transfer from the general reserve. Subject to the processing of the additional £516 on the precept, the Council **Resolved**, unanimously, to adopt the revised budget for the 2018/19 financial year.

**e) Precept for 2018/19.**

The Council **Resolved**, unanimously, to request a precept of £22,316 for 2018/19.

**f) Risk Register.**

Councillors considered the Risk Register and noted the amendments made by the Clerk. The Council considered the Register covered the main risks faced by the Council, and that the steps to mitigate such risks were adequate. The Council **Resolved**, unanimously, to adopt the Risk Register for 2018 and asked the Clerk place a copy of the website.

**g) Emergency Control Plan 2018.**

The Council approved the minor amendments the Clerk had proposed to the Emergency Control plan. Councillors asked the Clerk to discuss with the Sports Club the placing of a notice on the pavilion setting out the contact details in the event of an emergency.

**h) Data Protection Officer.**

The Council noted the additional required imposed by the General Data Protection Regulation (Regulation (EU) 2016/679). The Council noted that any information of personal or sensitive nature was 'ancillary' and not part of its 'core function' as described in the regulation and related guidance notes. The Council asked the Clerk to ensure the following statement was made on the website:

*"Owslebury Parish Council only collects and uses personal information when it is necessary to deliver council services and to carry out associated business purposes such as council and financial administration."*

The Council **Resolved**, unanimously, that under no circumstances should a councillor or the Clerk pass on personal information, obtained in connection with their official duties, without the express consent of the individual concerned.

The Council **Resolved**, unanimously, to appoint the Clerk as the Council's Data Protection Officer.

**12/18 CLERK'S REPORT.**

The Council noted the Clerk's report (Appendix 2).

**13/18 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

Councillor Martin requested the February agenda include consideration of the annual.

**14/18 DATE OF NEXT COUNCIL MEETING.**

The Council agreed the next Council Meeting would be on Monday 12<sup>th</sup> February 2018 at 7.30pm in the Committee Room.

The meeting closed shortly before 9pm.

Chairman .....John Chapman.....Date: 12<sup>th</sup> February 2018

### **Office to residential conversions to require planning permission**

Office space being converted for residential use in Winchester will now require planning permission after the removal of permitted development rights on 20 November 2017.

Office space in the city is in high demand and conversions for residential use are limiting availability. Concerned that this has a detrimental effect on the local economy, Winchester City Council has addressed this issue by making an Article 4 Direction. This restricts permitted development rights requiring applicants looking to develop an office for residential use to acquire full planning permission.

These new controls enable the Council to assess individual changes against the adopted planning policy which seeks to protect office floor space. Whilst we understand the importance of providing new homes to help meet local housing needs, offices were being lost despite local demand from businesses which is undermining the economic well-being of Winchester..

The new controls will not affect the conversion of premises prior to 20 November 2017. Any queries regarding these or other matters should be sent to [planning@winchester.gov.uk](mailto:planning@winchester.gov.uk).

### **Winchester's residents help keep Air Ambulance flying!**

Winchester residents have helped raise a staggering £24,000 for Hampshire and Isle of Wight Air Ambulance, by using council clothing recycling points around the district to turn their unwanted clothing, shoes and textiles into cash.

Hampshire and Isle of Wight Air Ambulance provides exceptional pre-hospital critical care to those who need the highest level of urgent medical treatment, whenever they are in need and wherever they are. The charity rely on donations to keep the Air Ambulance in service.:

By filling our textile banks, residents have been not only helping to reduce our waste and improve our recycling performance but are also supporting a really worthwhile cause. We are therefore thrilled to be handing over this cheque today thanks to the generosity of the people of Winchester. Our immense gratitude goes to all at Hampshire and Isle of Wight Air Ambulance for their difficult but important work, which they carry out in the in the most challenging of circumstances. It costs in excess of £9,000 a day to maintain our life-saving service and we can only do this thanks to the outstanding support that we receive from the communities that we serve. The generous donation of £24,000 from Winchester City Council will help us to continue our life-saving work.

### **More money for District council housing**

The Chancellor's Budget announcement of more money for housing has been welcomed by civic chiefs in Winchester.

Proposals to allow councils in areas of high housing costs to bid for more cash from the additional £1 billion allocated nationally could see Winchester City Council bring forward a number of sites it previously had no way of funding.

It's reassuring to hear the Government's commitment to fund more housing. We have doubled our target for Council House new builds to 600 homes. The next step is to finance the building costs and these Budget announcements are positive step forward.

### **Wi-Fi to be rolled out in all Council sheltered accommodation**

Residents living in Winchester City Council sheltered accommodation are set to benefit from improved Wi-Fi provision. The Council has earmarked £115,000 from its housing revenue capital programme to fund a community Wi-Fi network, which is intended to help address the issue of social isolation for residents who have mobility difficulties and no family living nearby.

The cost of installing Wi-Fi will be offset by removing existing individual broadband connections and disconnecting telephone lines which are no longer needed. This means that tenants are unlikely to see any increase in service charges for enhanced Wi-Fi provision.

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The Wi-Fi roll-out comes after the Council carried out a tenant-led sheltered services review, which looked at how the authority can improve its services and offer more support to residents.

Using the internet to stay in touch is something that most generations take for granted nowadays. Following feedback from the residents themselves we've agreed to invest in Wi-Fi as it better reflects the way that people communicate in today's world. It's vital that we listen to what the tenants themselves have to say as they are the people who are in the best position to inform us of how we can improve our services. We want our tenants to feel connected and at the same time reduce social isolation, which can be a challenge in modern society.

**Cllr Laurence Ruffell.**

**APPENDIX 2 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>Awaiting outcome of HCC review</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; still awaiting response.</u></b>	

Action: ROW	By Whom:
<ul style="list-style-type: none"> <li>Clerk to discuss with HCC improvements to Red Lane</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>	