

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
1th JULY 2016
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

Parish Councillors: Paul Bowes (left after item 120/16), Paul Phillips, Roger Page, Gerry Tull (left after item 126/16).

IN ATTENDANCE.

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

District Councillor Laurence Ruffell (left after item 118/16)

Three members of the public were present (left at varying times before the end of the meeting).

APOLOGIES FOR ABSENCE.

Parish Councillor Mark Egerton.

Parish Councillor Will Martin.

District Councillor Amber Thacker (attending WCC Oversight and Scrutiny Committee).

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

113/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillors Phillips and Bowes declared their personal interest (as members of the St. Andrew's Parochial Church Council) in matters affecting St. Andrew's Church.

114/16 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 13th June 2016, and the Council **Resolved** they were a true record.

115/16 PUBLIC QUESTIONS AND COMMENTS.

Planning applications:

The agent for Marwell Activity Centre (MAC) outlined the reasons for the planning application and responded to questions from councillors. She noted the success of MAC in gaining new contracts including for the National Citizenship Scheme. The recently gained contract would enable MAC to make greater use of the site in the summer period. The application included an ablutions block and she understood the sewage system had been recently updated so as to cope with additional numbers at MAC. An application had not been submitted before the development work took place due to pressure of work, although SDNP, amongst others, had been consulted. In response to a question concerning noise levels, she commented that it should not be a problem as the existing camp site would no longer be used.

The applicant for Meadow View commented on the two planning applications under consideration and responded to questions from councillors. She noted the proposed provision of a parking area would have features in keeping with nearby properties. The proposed conversion of part of a garage to a habitable room would be used by a child minder. The conversion would not constitute a stand-alone dwelling, as basic services would be shared with the main dwelling, and there was only a right of way over the driveway for the main dwelling.

116/16 COUNTY AND DISTRICT COUNCILLORS REPORTS.

District Councillor Ruffell commented on a number of matters including:

- the role of Enforcement and the practical issues Enforcement needed to consider when assessing whether to take legal action for infringements of planning permission;
- two recent court cases which imposed substantial fines for fly tipping;
- the proposed regulatory changes enabling people to change water supplier from April 2017;
- new parking payment machines enabling charges to be related to the actual amount of time a car is parked.

Councillors noted the recycling centres would remain open, albeit with certain restrictions in hours of usage. Councillors asked that their congratulations be passed on to County Councillor Humby for a welcome and pragmatic decision.

117/16 POLICE REPORT.

There was no Police report but the Clerk noted the Police UK website recorded (for May) a burglary in Pitcot Lane and in Thompsons Lane, and anti-social behaviour in the Whites Hill area. Councillor Bowes noted the Neighbourhood Watch had been notified of suspicious people in the village.

118/16 PLANNING

a) **Planning applications.**

SDNP/16/02606/FUL	Marwell Activity Centre, Hurst Lane, Owslebury
Proposal:	(Part Retrospective) Use of land to site seasonal tents with ancillary shower and wc building
Closing date (OPC):	15 th July 2016

Councillors expressed their great disappointment that yet another retrospective application had been made by Marwell Activity Centre, and were unconvinced as to the reasons given for a late application. The applicant had approached SDNP and other parties but had not communicated with the elected representatives of the local community. The Council did not accept that noise would not be an issue given the number of young people who would be using the site. The Council also required assurances the site would be able to cope with the discharge of effluent. The proposed change of use from agricultural land would not be in line with the Parish Plan.

The Council **Resolved** unanimously to oppose the application and in the event the Planning Officer was minded to approve it, to request the application be referred to the Planning Committee.

SDNP/16/02885/HOUS	2 Marwell Farm Cottages, Whaddon Lane, Owslebury
Proposal:	1st floor rear extension with dormer and elevational changes to rear, Roof alterations including rear dormer to existing detached garage with external access stairs.
Closing date (OPC):	13 th July 2016

The Council **Resolved** unanimously to request the Planning officer to impose, as a condition of any approval of the application, a prohibition on the sale of the garage as a separate entity.

SDNP/16/02482/HOUS	Meadow View, Main Road, Owslebury
Proposal:	Provision of parking area to front garden with supporting flint faced retaining wall
Closing date (OPC):	15 th July 2016

The Council **Resolved** unanimously it had no objections or comments to bring to the Planning Officer's attention.

SDNP/16/03174/HOUS	Meadow View, Main Road, Owslebury
Proposal:	Alterations to garage to form habitable room.
Closing date (OPC):	22 nd July 2016

The Council **Resolved** unanimously to request the conditions attaching to any approval of the application include prohibition of the sale of the garage as a separate entity, and that the conversion to habitable accommodation be to a good standard strictly in accordance with building regulations.

SDNP/16/003198/HOUS 16/03200/LIS	Hensting Hall, Hensting Lane, Fishers Pond
Proposal:	New access to garaging at the rear of Hensting Hall
Closing date (OPC):	22 nd July 2016

The Council **Resolved** unanimously it had no objections or comments to bring to the Planning Officer's attention.

SDNP/16/03316/HOUS	1 Gorse Down, Owslebury.
Proposal:	Replacement of existing open entrance porch with new enclosed porch, single storey rear extension and replacement of flat roof over existing rear extension with new part pitched/part flat roof.
Closing date (OPC):	1 st August 2016

The Council noted the application had only been received on the day of the meeting and that it could not determine the matter until due public consultation had taken place. However, subject to proper consideration of any public comments made to councillors/the Clerk, councillors had no objections or

comments to bring to the Planning Officer's attention. The matter would be formally considered and a decision taken at the Council's next meeting.

b) Planning decisions.

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

SDNP 16/01842/FUL	Marwell Wildlife
Proposal:	Erection of permanent canopy to replace 4 no. umbrellas on existing seating area

c) Enforcement matters.

The Clerk reported he was awaiting reports from Enforcement on 'open' matters in the parish and would provide an update at the Council's next meeting.

d) Eastleigh Local Plan.

The Chairman updated the Council on recent developments in the campaign by local councils and residents to persuade Eastleigh Borough Council not to adopt options B or C of the proposed plan – such options involving some 6,000+ new homes, with attendant additional traffic, in areas near to Upham and Owslebury. It was also noted a traffic consultancy report indicated the traffic assessment model used by HCC was deficient in that it did not take appropriate regard of the traffic impact on local roads in Upham and Owslebury.

e) Council for Protection of Rural England campaign.

The Council noted the campaign to protect the Green Belt from proposed changes to the National Planning Framework which would enable more development to take place in Green Belt areas. The Council **Resolved** unanimously to add its name to the campaign.

Action: CPRE campaign	By When:	By Whom:
• Clerk to add Council's name to campaign.	July	Clerk

119/16 HIGHWAYS.

a) Traffic consultant.

The Council noted the draft letter to HCC from Paul Basham Associates in relation to traffic calming measures. The Council concurred with the proposed approach and **Resolved** unanimously to support the issue of the letter to HCC.

b) Southern parishes meeting.

The Chairman updated the Council on his recent attendance at the Southern Parishes meeting, which meeting included consideration of highways matters.

120/16 RIGHTS OF WAY.

a) Small grants scheme.

The Council considered whether an application should be made for a grant to improve certain rights of way. The Council asked the Clerk to put together an application for a grant to improve BW25 (Greenhill Lane) for its consideration.

Action: Small grants scheme	By When:	By Whom:
• Clerk to draft application form for grant to improve BW25.	July/August	Clerk

b) Councillors noted a hedge in Pope Lane needs to be cut back and asked the Clerk to make the necessary enquiries.

Action: Hedge in Pope Lane.	By When:	By Whom:
• Clerk to discuss with property owner cutting back of hedge.	July	Clerk

121/16 OPEN SPACES.

a) Play area equipment review.

The Clerk noted the independent inspection by WCC of the play area equipment had not identified any material or immediate issues that would need to be addressed. The minor matters identified by the inspection would be dealt with in due course. The Council noted it had already approved expenditure to improve the wetpour on the roundabout (Minute 43/16(a) refers) and the wetpour in all areas had been professionally cleaned since the publication of the report (Minute 43/16(b) refers). The Council noted that provision had been made in the financial reserves for play equipment repairs and renovation, and asked the Clerk to put together a rolling repair programme for its consideration at a future meeting.

Action: Play area.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to put together rolling repair programme. 	September/ October	Clerk

b) Pavilion.

Councillors noted the damage to the pavilion – windows broken or missing - and asked the Clerk to liaise with the Sports Club as to the necessary repair work.

Action: Cricket pavilion.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to liaise with Club re repair of pavilion. 	July	Clerk

c) Bank tree

Councillors noted the tree may require fertiliser and Councillor Chapman agreed to make enquiries of a local supplier.

Action: Bank tree.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to discuss with local tree surgeon; Cllr Chapman to discuss possible supply of fertiliser with local supplier. 	July/August	Clerk

122/16 COMMUNITY SERVICES.

Beech Grove kiosk.

The Council noted the proposal put forward by a parishioner as to the use of the kiosk. The Council **Resolved** unanimously to allow the parishioner to use the kiosk for a trial period for the benefit of the community, subject to the Clerk being satisfied of the insurance arrangements.

Action: Kiosk	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to agree with parishioner use of kiosk and to ensure adequate insurance arrangements are in place. 	July	Clerk

123/16 BURIAL GROUND.

The Council noted the Parochial Church Council had discussed the possible options as to the provision of additional burial space. The Council considered the minute of the relevant PCC meeting. Councillors determined that time was running short and the matter needed to be brought to a head. The Council remained of the view that the practical and least costly option would be to utilise as much burial space as possible within the existing burial ground, and, if necessary, a small section of the Glebe field already owned by the Church. The Council agreed the Chairman should send a letter on behalf of the Council to the PCC setting out the Council's firm view on the matter.

Action: Burial ground.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to draft letter for Chairman to send to PCC on behalf of the Council. 	July	Clerk

124/16 FINANCE, ADMINISTRATION AND STATUTORY.

a) Payments and receipts.

The Council approved the following payments and authorised the Chairman and Councillor Phillips to authorise electronic payments:

Voucher	Amount (£)	Payee	Purpose	
PAYMENTS				
25	100.00	Owslebury Seniors Club	S137 grant – Minute 108/16(b)	Electronic
26	280.77	M. Cleary	Clerk's net pay June	Electronic
27	186.80	HMRC	June PAYE	Electronic
28	80.09	M Cleary	June expenses (postage £1.14; travel £5.40; 1/4ly telephone + broadband allowance £30.95; 1/4ly homeworking allowance £31.25; stationery £11.35)	Electronic
29	76.60	SLCC	Local Council Admin Handbook (Minute 64/16(g))	Electronic
30	29.30	OPHMC	June hall room hire	Electronic
31	20.00	John Chapman	1/4ly Chairman's allowance	Electronic
32	290.00	Steve Comley	Grass cutting June	Electronic

33	195.65	Justin Parsons	Refurbishment of benches on Glebe and Recreation Ground (£150+ expenses)	Cheque
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The Council noted the following receipts:

Amount (£)	Payer	Purpose	
100.00	SSE	Wayleave 2016/17	Cheque
23.75	P Harrison	Use of play area for June	Electronic
0.04	Lloyds	Interest	Electronic
33.33	Portsmouth cycling Club	Donation for use of Glebe field	Electronic

b) Financial summary 3 months ended 30th June 2016.

The RFO commented on the financial summary for the 3 months ended 30th June. He noted the Council was operating within the overall budget and that the financial reserves were adequate for the Council's needs.

c) Workplace pensions.

The RFO noted the staging date for the implementation of the workplace pensions legislation was 30th June 2016. He noted the Chairman had written to him informing him (as the only employee) of his right to join a workplace pension scheme and that he had confirmed to the Chairman he would not be exercising such right. He confirmed he had submitted, on the Council's behalf, 'confirmation of compliance' to the Pensions Regulator.

125/16 CLERK'S REPORT.

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 1).

126/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

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

127/16 CONFIDENTIAL MATTER UNDER SCHEDULE 12(A) PART 1 OF LGA 1972.

The Chairman advised the Council of a matter involving personal information about an individual.

128/16 DATE OF NEXT COUNCIL MEETING.

It was agreed the next Council meeting would be held on 12th September 2016 commencing at 7.30pm in the Committee Room. However the Chairman noted a special meeting may be necessary to deal with urgent planning applications which may arise before the next routine meeting of the Council.

The meeting closed shortly after 10pm

Chairman John ChapmanDate: 15th August 2016

APPENDIX 1: CLERK'S REPORT

Action: Play Equipment	By Whom:
<ul style="list-style-type: none"> Councillor Tull to review certain (non-urgent) points noted by the Inspector. minor repairs to be undertaken in due course. 	Clerk
Action: Owslebury Information Service.	By Whom:
<ul style="list-style-type: none"> Councillor Martin to overview procedures (including security arrangements) for OIS. 	WM/Clerk
Action: Recreation Ground	By Whom:
<ul style="list-style-type: none"> Dragon's teeth to be installed on bank at Recreation Ground. Temporary measures taken pending installation of teeth 	PP/GT
Action: Grips and ditches	By Whom:
<ul style="list-style-type: none"> Clerk to establish cost of clearing of grips and ditches 	Clerk
Action: Enforcement.	By Whom:
<ul style="list-style-type: none"> Clerk to make further enquires re <ul style="list-style-type: none"> Woodland View Stables and continued residential use; Old Wells Cottage (tiles). Clerk to give email trail to DC Ruffell; Alpaca Meadows (fence damaging hedge). Land opposite Magnolia (possible residential use and fence). Long Ash – adherence to planning conditions. <p><u>In hand- awaiting response from Enforcement</u></p>	Clerk
Action: Traffic consultancy	By Whom:
<ul style="list-style-type: none"> Paul Basham Associates to prepare next stage of their report. Clerk to obtain speed data from police re Morestead Road <p><u>Awaiting report from Basham and from Police.</u></p>	Clerk
Action: Bus services.	By Whom:
<ul style="list-style-type: none"> Clerk to gather more information on strength of demand for better bus services. Ellen Catterson to update the Council as necessary. <p><u>In hand via OIS and Newsletter</u></p>	Clerk
Action: Dog waste	By Whom:
<ul style="list-style-type: none"> Clerk to make further enquiries as to use of CCTV by OPC to identify irresponsible dog owners. 	Clerk
Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> Clerk to review boundaries; <p><u>In hand – search arranged and maps being reviewed.</u></p>	Clerk
Action: New benches.	By Whom:
<ul style="list-style-type: none"> Clerk to obtain quotation for two metal benches. <p><u>Not yet actioned</u></p>	Clerk
Action: Refurbishment of benches.	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for work to be carried out.. <p><u>In hand.</u></p>	Clerk
Action: Cricket square	By Whom:
<ul style="list-style-type: none"> Clerk to make enquiries of Hampshire Playing Fields re protection of square. <u>Per Hampshire Playing Fields Association, reasonable protection of square ok</u> 	Clerk
Action: Affordable housing review	By Whom:
<ul style="list-style-type: none"> Clerk to circulate when WCC/Action Hants report availablbe. <u>Report currently being prepared – shd be ready by end July.</u> 	Clerk