

**OWSLEBURY PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON  
12th JUNE 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.

County and City Councillor Rob Humby (left after item 98/17).

District Councillor Laurence Ruffell (left after item 98/17).

Mr Andrew Hodges (left after item 97/17).

1 member of the public was present.

**92/17 APOLOGIES FOR ABSENCE.**

District Councillor Amber Thacker

**93/17 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Egerton declared a personal interest (as Treasurer) in matters affecting Owslebury Sports Club. Councillors Bowes and Phillips declared personal interests (as members of the Owslebury Parochial Church Council) in matters affecting St. Andrew's Church. Councillors Bowes, Phillip and Chapman declared personal interests (as members of the Owslebury Parish Hall Management Committee) in matters affecting the Parish Hall. Councillor Tull reminded the Council of his pecuniary interest in a possible site under consideration for affordable housing. Councillor Page declared a personal interest (as a neighbour) in matters affecting Woodland View Stables. Councillor Phillips declared a personal interest (as a resident) in matters affecting Pitcot Lane.

**94/17 REQUEST 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.

**95/17 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Annual Parish Council meeting held on 8<sup>th</sup> May 2017, and the Council **Resolved**, unanimously, they were a true record.

**96/17 PUBLIC QUESTIONS AND COMMENTS.**

A resident of Picot Lane commented, on behalf of eight residents of the Lane, on the problems associated with the business located in the Lane at Underwood Farm. He stressed the residents are supportive of agricultural businesses in the parish and understood that leeway was required for such businesses to develop. However, businesses based in residential areas also needed to be mindful of the legitimate concerns of their neighbours.

He noted a number of factors including:

- HGV engines starting at 5/5.30am – a log of such incidents is being kept. HGVs are sometimes parked up the hill as the engines warm up;
- damage to the private Lane in part owned by the residents, damage to boundaries of properties in the Lane, damage to the corner with Main Road and damage to Main Road itself and the Parish Hall boundary;
- concerns the licence conditions are not being met. The licence relates to fixed axle HGVs whilst articulated HGV seem to be operating at the plant;
- noise levels were becoming excessive and are being monitored by the residents.

The residents would be seeking a meeting with the owners and may also confirm their concerns in writing with a copy to the Council.

Councillors noted the residents' concerns and encouraged them to seek an early meeting with the owners, whom may not be aware of the nature or level of concern. In the event the outcome of such a meeting was unsatisfactory, the residents should bring the matter to the Council's attention again, and also involve the District and County councillors.

**97/17 TRAFFIC SURVEY.**

Andrew Hodges updated the Council on an informal traffic survey he had undertaken. Extensive evidence had been gathered from a dashboard camera in a car he had parked in April on Main Road. The results were shown in graphical format (Appendix 1) and showed, amongst other matters:

- the volume of traffic was higher in the morning peak times than in the evening ones;
- total traffic over the two hour period 7-9am amounted to 508, and 395 in the evening peak, 4.30pm to 6.30pm;
- whilst the data showed the impact of the 'school runs', it was not the most critical factor and could by itself be quite easily absorbed. This implied the major factor was 'cut-through' traffic;
- the traffic was mainly in one direction, which would make most traffic calming measures ineffective as they tended to rely on traffic having to give way to vehicles approaching in the opposite direction.

Councillors noted that a system of 'pinch points', used in other parishes, may not be practical given the agricultural vehicles in the parish. A one-way system was also felt to be impractical. County Councillor Humby felt the key to resolving the underlying causes was to improve the regional road infrastructure. This would alleviate the build-up of traffic on local roads and the desire of drivers to seek out cut-through routes. He updated the Council on the meetings he planned to have in the near future in order to consider such matters.

County and City Councillor Humby also referred to the recent traffic calming options introduced by HCC for parishes to consider. Whilst they may not provide a total solution, they may provide some relief at the margins.

The Chairman thanked Andrew Hodges for the quality of his presentation, and noted the Council would return to the matter at a future meeting to review again the options open to the Council.

**98/17 COUNTY AND DISTRICT COUNCILLORS REPORTS.**

District Councillor Ruffell noted he had spoken to the Enforcement Officer in connection with Woodland View Stables (paragraph 100/17 refers). He had nothing else of substance to report, partly as a consequence of the general election and purdah rules.

County and City Councillor Humby noted his forthcoming meetings on infrastructure issues in the South East and the needs for the South East economy. He commented on BT's proposed work in Thompsons Lane and the need to minimise the impact on visitors to Marwell Wildlife Park. He undertook to keep the Council informed of the final arrangements. He noted the problems being experienced by Durley Parish Council as a consequence of travellers occupying land.

**99/17 POLICE & NEIGHBOURHOOD WATCH REPORT.**

Councillor Bowes noted the recent break-ins in the village, the theft of a computer from a car, the theft of plants and the theft of oil. All the matters had been reported to the Police who were continuing with their investigations.

**100/17 PLANNING**

**a) Planning applications.**

There were no planning applications for the Council to consider.

**b) Planning decisions.**

- i. South Downs National Park Authority decisions:

SDNP/17/00224/HOUS	Cartmel, Main Road
Proposal:	Proposed shed to side elevation
Decision:	Approved
SDNP/17/01453/HOUS	Downlands, Pitcot Lane
Proposal	Single storey rear extension.
Decision:	Approved

SDNP/17/01936/FUL	Land at Owslebury Bottom
Proposal:	Proposed agricultural storage shed.
Decision:	Approved

ii. **Eastleigh local plan**

The Chairman updated the Council on recent developments relating to the options to be included in the Eastleigh local plan. He noted the Advisory Committee would be meeting the following day to consider a number of issues including the need to update villagers as to the forthcoming Eastleigh Borough Council meeting on 20<sup>th</sup> July, and the likely need for a major fund raising campaign. The Council readily agreed to the Chairman’s proposal he address Eastleigh Borough Council at its meeting on 20<sup>th</sup> July. The Chairman agreed to provide a further update at the next Parish Council meeting.

c) **Enforcement matters.**

i. **Woodland View.**

District Councillor Ruffell noted he had contacted the Enforcement Officer for further information. The Officer would be attending the site on 19<sup>th</sup> June and would report back in due course.

ii. **Occupation of a building without planning permission.**

A Councillor agreed to make further enquiries about the matter.

iii. **Inappropriate use of land.**

A Councillor noted ‘fixed’ play equipment had been installed on agricultural land in the parish. Councillors expressed concern that if the equipment remained in place for a material length of time, the land may lose its agricultural status. The Clerk was asked to report the matter again to Enforcement.

iv. **Illegal burning of waste material.**

The Council noted concerns had been expressed about builders’ rubble or obnoxious materials being burned on the Red Lane site, and asked the Clerk make further enquiries.

Action: Unauthorised occupation.	By Whom:
• Clerk/Cllr to make further enquiries.	Clerk
Action: Inappropriate use of land.	By Whom:
• Clerk to report to Enforcement.	Clerk
Action: Illegal burning of obnoxious materials	By Whom:
• Clerk to make enquiries.	Clerk

**101/17 HIGHWAYS.**

a) **Pitcot Lane.**

The Chairman noted the matter has been considered during ‘Public questions’ and there was nothing further for the Council to consider or determine at this stage.

b) **Hilly Close.**

The Clerk noted he had reported the trip points in the pavement to WCC. Councillors noted the need for additional parking space at the end of the Close, and requested the Clerk to seek the advice and assistance of District Councillor Ruffell in contacting the relevant officers in WCC.

Action: Hilly Close.	By Whom:
• Clerk to discuss with Cllr Ruffell involvement of WCC in review of parking arrangements.	Clerk

c) **Marwell Wildlife Park.**

Councillors noted the need for white lining and warning signs on the exit road from the Park to Thompsons Lane. Car drivers unfamiliar with area didn’t always appreciate they were entering a busy lane.

Action: Marwell Wildlife Park	By Whom:
• Clerk to discuss with HH need for white lining/signage.	Clerk

**102/17 RIGHTS OF WAY.**

a) **Red Lane.**

Councillors noted the need to improve the surface of the lane. The Clerk noted the necessary steps to secure HCC’s agreement and, potentially, the provision of grant assistance.

Action: Red Lane surface improvement	By Whom:
• Photographs of damaged Lane surface to be provided to HCC via Clerk;	Cllr Page
• Landowner approval to be obtained;	Clerk
• Consent to be obtained from HH for proposed work;	Clerk
• Council to determine extent of financial commitment to such	Council

improvement, and contractor arrangements; <ul style="list-style-type: none"> <li>• Grant application to be submitted;</li> <li>• Council to give final approval to commencement of work.</li> </ul>	Clerk Council
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b) **Monarchs Way.**

Councillor Tull commented on the additional work being undertaken on Monarchs Way so as to improve the footpath surface. He confirmed HCC had not been approached at this stage as he felt it was unnecessary as the landowner was simply seeking to improve his own property. Councillor Tull noted public access to the footpath was being maintained whilst the work was being undertaken.

c) **Footpath 23 leading to Ten Acre Farm.**

Councillor Tull noted that part of the footpath has now been hidden by excess grass/vegetation, and that there was no finger post to indicate the location of the footpath.

Action: Footpath 23	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to contact HCC/landowner re footpath surface and signage</li> </ul>	Clerk

**103/17 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

a) **Independent inspection of play equipment.**

The Clerk noted the recent independent inspection of the play equipment had not identified any pressing issues apart from the removal of defective bird spikes (now done). However it had identified a number of medium risk matters and the Clerk would be seeking to address the issues involved over the next year. In a couple of cases he would seek a second opinion as previous inspection had not identified the existence of some of the problems now considered to be of medium risk. The Clerk also noted the need to deal with grass growing through the rubber safety matting. The Council agreed the Clerk should explore the use of a suitable weed killer such as Roundup, with the area being closed to the public for a suitable period.

Action: Play equipment	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to update Council as and when necessary as to progress in maintaining play equipment.</li> </ul>	Clerk

b) **Former telephone kiosk.**

The Clerk noted the kiosk door required repair and that the resident who had intended to use the kiosk as a community herb garden no longer wished to do so. The Council considered the options available and asked the Clerk to advertise again the opportunity for residents to use the kiosk for community use. If no current use could be found, the Council **Resolved**, unanimously, to repair and lock the door, and to keep the kiosk in Beech Grove for the time being.

Action: Kiosk.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to advertise.</li> <li>• Councillor Tull to repair and lock the door.</li> </ul>	Clerk. Cllr Tull

**104/17 PARISH HALL.**

The Council noted a letter received from the Parish Hall Management Committee in respect of the future management and governance arrangements. In essence, the committee is concerned about the difficulty in persuading people, particularly the younger generation, to take-on the role of trustee of Owslebury Parish Hall. It was felt the Council may be more appropriate to undertake such a role so as to ensure continuity, and to safeguard the hall for the benefit of the parish. The day to day management could continue to be undertaken by a management committee reporting to the Trustees.

The Council considered some of the issues involved, and the possible options. At the end of the discussion the Council **Resolved**, unanimously, to appoint an Advisory Committee comprising Councillors Egerton, Martin and Page, and asked the Clerk to make the necessary arrangements and to prepare a preliminary list of issues for the Committee to consider.

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

**105/17 PARISH PLAN.**

The Council concurred with the Chairman that the Parish Plan should be revised, and so far as possible incorporate the requirements of WCC and SDNP. The matter would be placed on the agenda for the September meeting.

**106/17 FINANCE, ADMINISTRATION AND STATUTORY.**

**a) Christmas Lights.**

The Council noted the receipt of public donations amounting to £929.45 (of which £824.45 banked in June) and congratulated the Christmas Lights Team on their funding appeal. The Council noted a payment of £278.70 was to be made out of the Christmas lights reserve account for the Council’s purchase of additional lights, cables and other items. The Council **Resolved**, unanimously, to gift the lights and cables to the Christmas Lights Team.

**b) Reserves.**

The Clerk noted BDO (external auditors) has raised a query about the reasons for the relatively high level of reserves held by the Council. The Clerk had explained reserve had been made for a number of reasons, notably potential funds for a new burial ground, the replacement of play equipment and for the potential introduction of traffic calming measures.

**c) 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>				
14	328.51	M Cleary	May net pay	Electronic
15	218.80	HMRC	May PAYE	Electronic
16	14.53	M Cleary	May expenses (travel £3.60; postage £2.85; stationery £8.08)	Electronic
17	1,728.00	Premier Garden and Ground Maintenance	Lengthsman agreed charge for Owslebury cluster Q1 (VAT £288; net charge £1440)	Electronic
18	278.70	Andrew Hodges	Xmas lights purchases on behalf of OPC (funded from ring fenced reserve) – VAT £46.70, net charge £232	Electronic
19	21.65	OPHMC	May hall hire	Electronic
20	250.00	S Comley	Installation of dragons teeth (Minute)	Electronic
21	55.00	S. Comley	Work in connection with bank tree	Electronic
22	290.00	S. Comley	May grass cutting	Electronic
23	35.00	M Cleary	Reimbursement for payment of Data protection annual registration fee	Electronic

The Council noted the following receipts:

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
200.00	Sports Club	Annual fee for use of ground	Cheque
112.00	Sports Club	Contribution to insurance of pavilion 2017	Electronic
11.25	Helen Smith	Use of play area in May	Electronic
496.45	JustGiving	Public donations re Xmas lights appeal (ring fenced)	Electronic
328.00	Various individuals	Donations re Xmas lights appeal (ring fenced)	Cheques

**d) Review of Health and Safety policy.**

The Council Resolved unanimously to adopt the revised Health and Safety policy prepared by the Clerk.

**107/17 CLERK’S REPORT.**

The Clerk commented on the actions taken on matters determined at previous meetings and not included on the agenda (Appendix 2).

**108/17 CODE OF CONDUCT.**

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

**109/17 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

The Chairman asked the review of the Parish Plan be placed on the agenda for the September meeting.

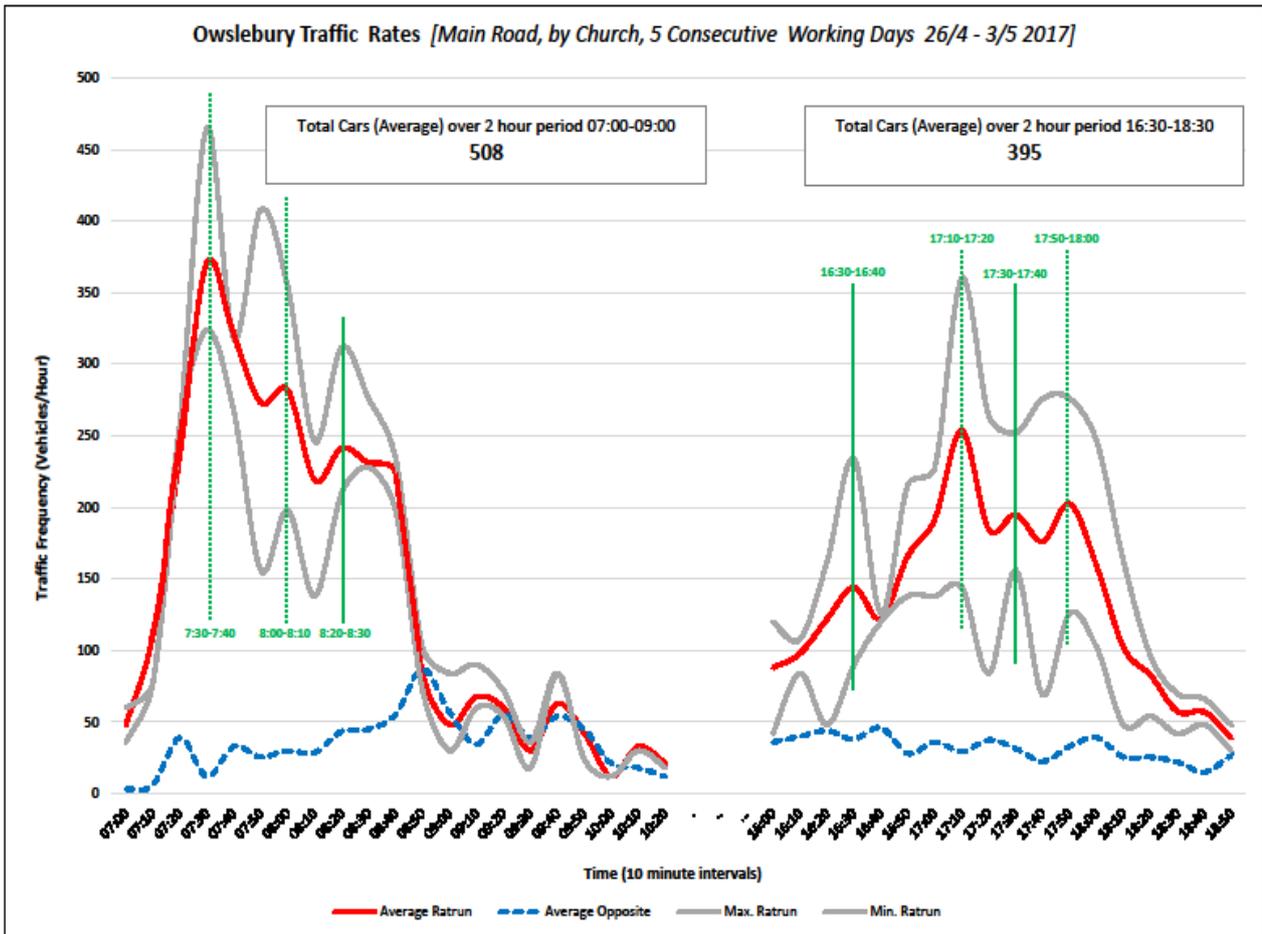
Councillor Tull updated the Council on the preference expressed by residents for any affordable homes built in the village to be for rent rather than purchase. In order to be considered for affordable rented homes, interested residents would also need to ensure they are registered with WCC on the housing requirement. The Chairman commented the Council would not get involved in the matter until a formal proposal was made to the Council by a developer acting for the landowner (Minute 110/17 refers), followed by a planning application in the usual way. Any comments on specific proposals or a planning application should be made in writing to the Council, WCC and SDNP so as to ensure concerns and comments were dealt with properly and openly. Councillor Tull noted the Chairman's comments. There were no other issues councillors wished to include on the agenda for the next meeting apart from those already identified at the meeting.

**110/17 DATE OF NEXT COUNCIL MEETING.**

The Council agreed to hold a special meeting on Monday 26<sup>th</sup> June 2017 at 7.30pm in the Parish Hall. The subject matter would be a presentation by a developer on proposals for the building of new affordable homes in the village. The Clerk noted the matter would be part of the formal agenda, with the developer 'in attendance', and not part of the public questions section. In due course (and if matters progressed) a public meeting would be called during which villagers views would be sought. The Council agreed the routine Council Meeting would be on Monday 10<sup>th</sup> July 2017 at 7.30pm in the Committee Room.

The meeting closed shortly before 9.40pm

Chairman .....John Chapman.....Date: 26<sup>th</sup> June 2017



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

Action: .Sports Club licence	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to discuss and complete formalities with the Club</li> </ul>	Clerk
<u>Completed.</u>	
Action: .Dragons teeth	By Whom:
<ul style="list-style-type: none"> <li>• .Clerk to choose contractor provided cost no more than £250.</li> </ul>	Clerk
<u>Completed.</u>	
Action: .Low lying branches	By Whom:
<ul style="list-style-type: none"> <li>• .Clerk to choose contractor provided cost no more than £200.</li> </ul>	Clerk
<u>S. Comley instructed and installed.</u>	
Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to review boundaries;</li> </ul>	Clerk
<u>In hand – search arranged and maps being reviewed.</u>	
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>	ME/JC/ Clerk
<u>Agreed to hold-back for time being</u>	
Action: Staggs Lane/Morestead Road junction	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to discuss with landowner</li> </ul>	Clerk
<u>Changes now completed.</u>	
Action: DBS 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
<u>In hand</u>	
Action: Burglaries.	By Whom:
<ul style="list-style-type: none"> <li>• Cllr Bowes and Clerk to draft newsletter/notice board item..</li> </ul>	Clerk/Cllr Bowes
<u>Completed</u>	
Action: Unauthorised occupation.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk/Cllr to make further enquiries.</li> </ul>	Clerk
<u>In-hand.</u>	
Action: Red Lane.	By Whom:
<ul style="list-style-type: none"> <li>• Cllr to make further enquiries re improvement to surface.</li> </ul>	Clerk
<u>In-hand.</u>	
Action: Removal of trees.	By Whom:
<ul style="list-style-type: none"> <li>• Clerk to discuss with landowner removal of trees near to Bottom Pond Cottages.</li> </ul>	Clerk
<u>Completed- tree branches removed</u>	
Action: Benches	By Whom:
<ul style="list-style-type: none"> <li>• Cllr Tull to provide bench</li> </ul>	Cllr Tull
<u>Defer for time being</u>	

Action: Play equipment.	By Whom:
<ul style="list-style-type: none"><li>• Clerk to make further enquiries as to use of equipment.</li></ul> <u>Completed.</u>	Clerk