

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
14th MARCH 2016
COMMENCING AT 7.30PM IN OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

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

IN ATTENDANCE.

District & County Councillor Rob Humby} (left the meeting after 41/16)

District Councillor Amber Thacker }

District Councillor Ruffell (left the meeting after item 40/16)

Wendy Smith, Head Teacher Owslebury Primary School} (left the meeting after item 37/16)

Natalie White, Deputy Head Teacher Owslebury Primary School}

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

Two members of the public were present (left the meeting after 36/16).

Before the formal meeting began, the Chairman and fellow Councillors took the opportunity to wish Reverend Jonah Watts a speedy recovery and return to the Benefice.

34/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Martin declared a personal interest (as Treasurer) in matters affecting Morestead Church and in a planning appeal in relation to Alpaca Meadow. Councillor Phillips declared his personal interest (as a member of the Parochial Church Council) in matters affecting St. Andrew's Church. Councillors Chapman and Phillips declared personal interests (as committee members) in matters affecting Owslebury Parish Hall. Councillor Phillips declared a personal interest (as owner of a neighbouring property) in matters affecting footpath 30.

35/16 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 8th February 2016, and the Council **Resolved** they were a true record.

36/16 PUBLIC QUESTIONS AND COMMENTS.

a) Planning applications.

There were no questions or comments.

b) Other agenda items.

Two parishioners thanked the Council for its recent support in matters relating to the basketball facility in the Play area. There had been less noise in recent weeks and it was hoped this would continue to be the case.

37/16 OWSLEBURY PRIMARY SCHOOL.

Wendy Smith and Natalie White commented on the current position and on the future plans of the School.

Their comments included:

- a) plans to improve links with the community - including residents' lunches with the children and an event to celebrate the Queen's 90th birthday. The school also hoped to find opportunities for the children to visit the district council and Parliament;
- b) the school currently has 87 pupils but this may fall in the short term as the year 6 moves on and will not be replaced fully by the new intake;
- c) the school is seeking to make the school ground more interesting for the children. In response to a question from a Councillor, Ms Smith was open to considering any suggestions for restricted community use of the school grounds, although this may prove difficult given security and health and safety issues;
- d) the school has a publicity committee to help improve the profile of the school and to attract new pupils. The Council encouraged the school to make use of the Owslebury Information Service and Newsletter as part of its publicity campaign.

38/16 COUNTY AND DISTRICT COUNCILLORS REPORT.

- a) County and District Councillor Humby gave an update on discussions involving the proposed devolution of power to Hampshire. It was agreed an announcement from the Leader of HCC would be circulated to parishioners on the Owslebury Information Service.

County and District Councillor Humby noted the recent change in management structure at Hampshire Highways (HH). Whilst HH did not believe there was any particular problem with the sight lines at Staggs lane, he agreed to arrange a meeting involving HH, the Council and landowner to discuss any further improvements that may be desirable.

- b) District Councillor Ruffell commented on a number of matters including the increase in Council Tax for 2016/17 agreed by the District Council. The increase would amount to about 9p per week for a Band D householder and reflected, in the main, a reduction in central government grants. He also noted the legal requirement for dogs to be micro-chipped and the free facility being provided by WCC on 1st April (details being publicised on the Owslebury Information Service).

39/16 POLICE REPORT.

The Clerk noted the Police UK website recorded a theft in Baybridge Lane, criminal damage in Whites Hill and criminal damage and a theft in Longwood Road.

40/16 PLANNING.

a) Planning Applications.

SDNP/16/00479/FUL	Marwell Activity Centre, Hurst Lane
Proposal:	Retrospective planning application for 2 No. horse stables.
Closing date (OPC):	15 th March 2016

The Council unanimously **Resolved** not to raise any objections to the planning application. However, the Council was disappointed and concerned the application did not include the development of land at the site into a car park, and instructed the Clerk to bring this matter to the attention of the Planning Officer.

b) Planning Decisions

The Council noted the following planning outcome since the last meeting of the Council:

SDNP/14/02024/FUL	Alpaca Meadow, Hensting Lane
Appeal against SDNP's refusal to allow permission for:	Change of use of land for siting of temporary mobile home for occupation by an agricultural worker.
Outcome	Appeal dismissed.

In relation to the planning application submitted by Matterley Estate and considered at the February meeting of Council, the Council noted with thanks the offers from an individual and from Titchbourne Parish Council to represent Owslebury Parish Council at the SDNP Planning Committee meeting to consider the matter, but unanimously **Resolved** to send its own representative. *(The Council's representation on the application was as follows: The Parish Council objects to the application. The application appears to seek blanket planning approval for events, rather than seeking approval on an event by event basis. The application lacks clarity as to the nature of events that will take place, and their related impact on the National Park and the local communities. Indeed, the Design and Access statement states that 'events to date should not necessarily be viewed as templates for future events'. What events are therefore being planned? The Council believes the impact on the community and the Park of each event should be looked at separately, and the community consulted in the usual manner. Planning conditions might well differ depending upon the type of event. Whilst Matterley is on the fringes of the parish, the application nonetheless conflicts with the primary objective of the Parish Plan, namely to maintain or enhance the agricultural nature of the area. It is also questionable whether the proposal for blanket approval for unspecified events would satisfy SDNP's objectives to conserve and enhance the natural beauty of the area. For the above reasons, the Parish Council requests the application be considered by the Planning Committee.)*

c) Enforcement.

The Clerk noted the only new case since the last meeting was in relation to Alpaca Meadow, Hensting Lane – removal of an unauthorised fence. Councillors asked the Clerk to make further enquiries in relation to “change of use” of a small area of land in Hensting Lane, and in relation to Woodland Stables where there appeared to be breaches of planning regulations and concern as to the welfare of animals.

Action: Enforcement/planning	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to make enquiries re change of use of land in Hensting Lane, and planning infringements at Woodland Stables and concern as to animal welfare. 	March	Clerk

d) Affordable housing.

The Clerk noted the proposed questionnaire to householders from WCC/ActionHants had been provided to Councillors at the February meeting. The Council **Resolved** (Councillor Tull abstaining) to request WCC/Action Hants to issue the questionnaire to householders as a first step in establishing the need for more affordable housing in the Parish.

Action: Affordable housing	By When:	By Whom:
• Clerk to advise WCC/ActionHants to issue questionnaire.	March	Clerk

41/16 HIGHWAYS.

a) Flood risk review.

County and District Councillor Humby updated the Council on his recent discussions with the Environment Agency and others to improve communication and co-ordination in flood mitigation matters amongst all the agencies involved.

b) Baybridge and Lower Baybridge Lanes.

The Chairman noted the continuing concerns over sewage lorries using the lanes and the damage to the verges as well as safety concerns for residents. The Council agreed to monitor the position during the remainder of the contract with the companies concerned. However, Councillors expressed concern over the spreading of waste products over the land. County and District Councillor Humby agreed to ask the Environment Agency to confirm the spreading of such material was undertaken in accordance with Environment Agency regulations.

Action: Spreading of waste products	By When:	By Whom:
• Clerk to provide County and District Councillor Humby with further information.	March/April	Clerk/RH

c) Signage and speed mitigation.

The Council noted the increasing problem of excessive speeds in the Parish. The position is likely to get worse given the number of new homes to be built in adjoining areas. The Council considered the practical steps that could be taken to help reduce the speed of traffic. Such steps may need to involve signage and speed mitigation measures such as speed bumps, bends or pinch points. Councillors instructed the Clerk to make further enquiries as to the availability and cost of using a traffic consultant to help the Council to determine the best course of action and to facilitate its discussions with HCC.

Action: Speed mitigation	By When:	By Whom:
• Clerk to make further enquiries as to availability and cost of using a traffic consultant.	April/May	Clerk

d) Grips.

The Council asked the Clerk to establish the likely cost of a special exercise to clear ditches and grips before the onset of next winter.

Action: Grips and ditches	By When:	By Whom:
• Clerk to establish cost of clearing of grips and ditches	April/May	Clerk

e) Litter pick.

The Council wished to record its thanks to the parishioners who participated in the litter pick – and those who do so throughout the year –and to Councillor Martin for organising the litter pick. Councillor Martin reported that 15 adults and three children participated in the litter pick, collecting some 25 bags of rubbish.

f) Pot holes.

The Council asked the Clerk to publicise the link to the relevant HCC website so as to enable parishioners to report pot holes in the parish.

42/16 RIGHTS OF WAY.

a) Bridleway 42a and Whaddon lane ditch.

The Clerk and Councillor Tull updated the Council on their recent discussions with Marwell Wildlife in connection with both the ditch and the bridleway. Substantial work had been undertaken on the ditch and on the bridleway. However the Council noted with concern the flooding which had occurred during a recent period of heavy rain, and the need for urgent work to be undertaken to prevent a recurrence. The Clerk updated the Council on his understanding of the actions Marwell Wildlife would be taking in the coming weeks. The Council agreed to monitor the position. However, bollards or similar would be needed to help prevent traffic accidentally entering the ditch.

b) FP30 - Monarch's Way.

The Clerk noted HCC had agreed to provide the Council with a grant of £782 to complete FP30. The Council had already agreed to provide £500 from its own resources (Minute 140/15 refers). The HCC grant was subject to certain conditions and the Council asked the Clerk to confirm HCC (and not the Council) would maintain the path. The Council hoped completion of the work on the footpath would proceed expeditiously.

Action: FP 30	By When:	By Whom:
• Clerk to establish with HCC that HCC would maintain the footpath.	March/April	Clerk

43/16 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) Play area - roundabout.

The Clerk noted the wet-pour around the roundabout required both cleaning and repair. In addition the matting had shrunk with consequential trip points. The Clerk had obtained a quote of £360 for repair of the wet-pour edging. The Council **Resolved** for the edging repair to be undertaken and authorised the Clerk to make the necessary arrangements and incur a cost of up to £360 plus VAT.

b) Play area – swings.

The Clerk noted the matting required cleaning and repair. He advised it would need replacing within the next 3 years (c£1,900). The Council noted the Clerk’s comments and authorised the Clerk to arrange for cleaning and interim repair (c£150).

Action: Play area	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for cleaning and repair of matting in swing area; Clerk to arrange for edging re roundabout. 	April	Clerk

44/16 COMMUNITY SERVICES.

a) Kiosk

The Council considered the options for the use of the recently acquired kiosk. After further consideration the Council did not consider there was a compelling case for alternative use of the kiosk. Councillors were concerned about potential vandalism to the kiosk. The Council **Resolved** (Councillor Bowes abstaining) that in the absence of any new and compelling options put forward by parishioners, the kiosk should be offered for sale.

Action: Kiosk	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to inform parishioners on OIS and bring forward to April meeting. 	March	Clerk

b) The Ship Inn.

The Council noted the recent changes at The Ship Inn (registered as a community asset). It also noted the concerns by a member of the public as to the future of the pub. The Council had previously taken the precaution of registering the pub as a community asset so as to preclude its development for purposes other than as a pub without consultation with the Council. The Council agreed to monitor the position.

45/16 BURIAL GROUND.

The Council noted an email from the Reverend Jonah Watts following the Parochial Church Council meeting to consider the Advisory Committee’s recommendation (Minute 196/15 refers). The Council agreed to request clarification on a particular point, and in the absence of Reverend Watts, Councillors Phillips and Bowes undertook to make further enquiries.

Action: Burial ground	By When:	By Whom:
<ul style="list-style-type: none"> Cllrs Phillips and Bowes to make further enquiries as to outcome of PCC meeting. 	April	PP/PB

46/16 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			
79	25,000.00	Lloyds Bank	Deposit with Lloyds Treasury re 1 year notice account (Minute 27/16)
80	1485.00	Tony Charles	Representation at Appeal Hearing (VAT £247.50)
81	165.00	WCC	Dog waste collections July-Sept
82	231.66	M.Cleary	Net pay February.
83	154.40	HMRC	PAYE February
84	50.05	M Cleary	February exps (travel £4.05, sign for play area £35+£7VAT, waste bags for litter pick £4)
85	21.00	OPHMC	Hall hire February
86	15.50	John Chapman	Travel exps
RECEIPTS			

	0.81	Lloyds business 30 day account	Interest
	25.00	P. Harrison	Use of Play area (January+February)
	148.43	HMRC	VAT refund

b) **Electronic banking.**

The Council unanimously **Resolved** to authorise Councillor Bowles to approve electronic transactions subject to such transactions always being approved by three authorised signatories (the other authorised signatories being Councillors Chapman, Phillips, Martin and the Clerk).

47/16 PARISH PLAN.

The Chairman noted that some progress had been made on matters set out in the Plan such as in affordable housing and in seeking ways to reduce the speed of traffic. The Council agreed to monitor developments and review progress at a future meeting.

48/16 CLERK'S REPORT.

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

49/16 ADHERENCE TO CODE OF CONDUCT.

The Chairman noted there were no issues he wished to discuss with Councillors.

50/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

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

51/16 DATE OF NEXT COUNCIL MEETING AND ANNUAL PARISH MEETING.

It was agreed the next Council meeting would be held on 11th April 2016 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 10pm.

Chairman.....John Chapman.....Date: 11th April 2016

APPENDIX 1: CLERK'S REPORT ON ACTIONS ARISING FROM PREVIOUS MINUTES.

Action: Rights of Way	By Whom:
<ul style="list-style-type: none"> Councillor Tull to survey ROW accessible by tractor and to clear obstructions as necessary. Clerk to advertise through OIS and newsletter re parishioners reporting issues with footpaths to Clerk; Clerk to collate information and report back to Council 	Cllr Tull / Clerk

OIS and Newsletter note circulated – 1 response to date. Reminder notes to be issued

Action: Dog fouling	By Whom:
<ul style="list-style-type: none"> Clerk to obtain 'dual bin' notices. Council to consider acquiring dog bin for the path leading to Owslebury Bottom. 	Clerk

Action: New benches on Recreation ground.	By Whom:
<ul style="list-style-type: none"> Clerk to research costs and bring forward proposal to Council. Cllr Egerton to discuss with 2 families concerned, plaques and related wording. 	Clerk/ME
<u>In hand</u>	

Action: Stags Lane (Bridleway 501)	By Whom:
<ul style="list-style-type: none"> C&DC Rob Humby to meet with landowner and OPC re: improvement of sight lines; Cllr Tull to provide names of horse riders unhappy with bridleway 	Clerk RH

Action: Bank tree.	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for pruning of tree; Clerk to advise parishioners that this would be the final attempt to save the tree. 	Clerk
<u>OIS notice issued; pruning booked for spring.</u>	

Action: Play Equipment	By Whom:
<ul style="list-style-type: none"> Councillor Tull to review certain (non-urgent) points noted by the Inspector. 	Clerk
<u>Completed – minor repairs to be undertaken in due course.</u>	

Action: Basketball	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for signage on main gate as well as within the Play area restricting use of Play area; activity to be monitored for 2 months for anti-social behaviour; if the problems persist, Basketball facility to be removed without further warning. The Council very much hoped this extreme measure would not be required; Clerk to advise users, parishioners via OIS, Newsletter and Noticeboard of above decision. 	ASAP	Clerk
<u>Signage acquired and installed; parishioners informed of action.</u>		

Action: Owslebury Information Service.	By When:	By Whom:
<ul style="list-style-type: none"> Councillor Martin to overview procedures (including security arrangements) for OIS. 	February/ March	WM/Clerk

Action: District & County Council matters	By When:	By Whom:
<ul style="list-style-type: none"> District Cllr Thacker to keep Council informed of any additional information re Matterley; County Cllr Humby to keep Council informed on flood mitigation matters re Environment Agency; 	March	Clerk

Action: Tanker traffic	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to make enquires and update Council in due course. 	March/April	JC

Action: Protection of verges	By When:	By Whom:
<ul style="list-style-type: none"> Cllr Tull to consider protection of verges/kerbing at the Ship Inn and corner of Pitcot lane; Clerk to write to McKenzie Bros. requesting assistance in preventing lorries from cutting Pitcot corner. 	March	GT
<u>In-hand.</u>		

Minutes of the Owslebury Parish Council Meeting Held on Monday 14th March 2016

Action: Request for helicopter to land on Glebe field	By When:	By Whom:
<ul style="list-style-type: none"> Charter company to provide risk assessment, Clerk to assess and bring back to Council Clerk to obtain views of PCC and owners of neighbouring properties. 	March	Clerk
<u>Completed – request withdrawn following risk assessment.</u>		

Action: Recreation Ground	By When:	By Whom:
<ul style="list-style-type: none"> Dragon's teeth to be installed on bank at Recreation Ground. 	March/April	PP/GT

Action: Financial matters	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to place £25,000 on deposit with Llypys Bank; Clerk to arrange continuation of insurance cover at the appropriate time for agreed amounts shown in fixed assets register; Clerk to arrange for Council to opt-in to SAAA scheme 	March/April	Clerk
<u>Deposit now effected. Other matters in-hand</u>		