

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
11th MAY 2015
COMMENCING AT 8.30PM IN OWSLEBURY PARISH HALL**

PRESENT

Parish Councillor John Chapman (in the Chair).
Parish Councillors: Mark Egerton, Roger Page, Paul Phillips, Gerry Tull.

IN ATTENDANCE

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

1 member of the public was present.

APOLOGIES.

Parish Councillor Sally Tattersall
Parish Councillor Will Martin
District Councillor Laurence Ruffell
County and District Councillor Rob Humby

62/15 ELECTION OF CHAIR FOR 2015/16 T

The Council unanimously **Resolved** to re-appoint Councillor John Chapman as Chair for 2015/16. Councillor Chapman signed the Declaration of Acceptance of Office.

63/15 ELECTION OF VICE-CHAIR FOR 2015/16

The Council unanimously **Resolved** to re-appoint Councillor Gerry Tull as Vice-Chair for 2015/16. Councillor Tull signed the Declaration of Acceptance of Office.

64/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Egerton noted his personal interest (as Treasurer) in matters concerning the Sports Club, and Councillor Phillips his personal interest (as a neighbour) in a planning application relating to Wayhill, Picot Lane.

65/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th APRIL 2015.

All Parish Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 13th April 2015, and it was unanimously **Resolved** they were a true record.

66/15 DISTRIBUTION OF DRAFT MINUTES.

The Clerk updated the Council on the recommendations set out in the recent 'transparency' guidelines. In order to facilitate the earlier release of information, the Council unanimously **Resolved** to authorise the Clerk to release draft minutes at his discretion.

67/15 PUBLIC QUESTIONS AND COMMENTS.

There were no questions or comments.

68/15 PARISH COUNCIL REPRESENTATIVES 2015/16.

The Council agreed to postpone to its next meeting the appointment of representatives.

Action: Representatives.	By When:	By Whom:
• Council to appoint representatives for 2015/16.	June	Council

69/15 PROCEDURAL AND CONSTITUTIONAL MATTERS.

a) **Policies and procedures.**

The Council unanimously **Resolved** to approve the following:

- i. Standing Orders 2015/16;
- ii. Financial Regulations 2015/16;
- iii. Risk and Fixed Assets Registers, as adopted by the Council on 13th April 2015;
- iv. Complaints procedure, as adopted by the Council on 11th November 2013;
- v. Freedom of Information requests, as adopted by the Council on 9th June 2014;

- vi. Dealings with the press, as adopted by the Council on 9th June 2014;
- vii. Community Emergency Plan as adopted by the Council on 8th December 2014;
- viii. Reserves, as adopted by the Council on 9th April 2015;
- ix. Health and Safety, as adopted by the Council on 11th March 2013;
- x. Grants and donations, as adopted by the Council on 9th September 2014;
- xi. Recruitment, as adopted by the Council on 14th July 2014;

b) Insurance arrangements.

The Clerk informed the Council of the quotations he had received from four insurers for the Council's insurance requirements. On the basis of quality of services over the years, scope of cover and premium, the Council unanimously **Resolved** to accept the Clerk's recommendation that Zurich Insurance be reappointed as the Council's insurer for the year beginning 1st June 2015. The Clerk noted the part of the premium relating to the cricket pavilion would be re-charged to the Sports Club in due course.

Action: Insurance	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to appoint Zurich as Council's insurance company for year beginning 1st June 2015. 	ASAP	Clerk

c) Dates and times of ordinary meetings of the Council for 2015/16.

The Council **Resolved** unanimously that in the absence of Bank Holidays, any special or urgent business or if determined otherwise by the Council, meetings would take place in the Parish Hall or Committee Room commencing at 7.30pm on the second Monday of the month.

70/15 POLICE REPORT.

There was no Police report (a report had been provided at the Annual Parish Assembly immediately preceding the Annual Council Meeting).

71/15 COUNTY AND DISTRICT COUNCILLOR REPORTS.

There were no reports from the County and District Councillors (reports had been provided at the Annual Parish Assembly immediately preceding the Annual Parish Council Meeting).

72/15 PLANNING.

a) Planning Applications.

SDNP 15/01676/FUL	Vodafone Site, Marwell Wildlife, Thompsons Lane, Owslebury.
Proposal:	Removal and replacement of 2 no. existing antennas with 6 no. modern replacement antenna units with 3 no. remote audio units (behind 3 of the new antenna) together with associated support bracketry, feeder cables and ancillary development thereto.
Closing date (OPC):	12/05/15

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

SDNP 15/00235/FUL	Lower Baybridge House, Lower Baybridge Lane, Owslebury
Proposal:	Erection of garden shed
Closing date (OPC):	13/05/15

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

SDNP 15/01798/HOUS	2 Lower Farm Cottages, Whaddon Lane, Owslebury
Proposal:	Existing flat roof to be raised (pitched) and re-covered.
Closing date (OPC):	21/05/15

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

SDNP 15/01797/HOUS	Wayhill, Picot Lane, Owslebury
Proposal	Replacement of existing garage with double garage and office.
Closing date (OPC)	21/05/15

The Council **Resolved** (Councillor Phillips abstaining because of his personal interest) that whilst it had no objection in principle to the application, the Planning Officer should be requested to ensure the landscaping (covering the entirety of the building along the boundary with Pitcot Lane) is both a pre-condition of approval and in keeping with the historic Monarchs Way right of way. The hedging plants should be from natural species and should shield the garage from the Monarchs Way.

b) Planning Decisions

The Council noted the following applications had been approved by SDNP:

SDNP 15/00771/HOUS	Great Hunts Place, Whaddon Lane, Owslebury
Proposal:	Single storey rear extension including re-roofing of an existing canopy to form a veranda and terrace.
SDNP 15/00415/.FUL	Marwell Wildlife
Proposal:	Erection of pre-fabricated single storey unit and associated infrastructure to provide animal isolation
SDNP 15/00770/CND	Farm Cottage, Whiteflood Farm Belmore Lane
Proposal:	Removal of condition no.3 of permitted permission 07/02867/FUL to enable horse owned by family and friends to be stabled in the loose boxes.
SDNP 14/06648/HOUS	3, Hilly close, Owslebury
Proposal:	Front dormer windows.

b) Enforcement.

There were no new Enforcement cases for the Council to consider. However, the Council asked the Clerk to make enquiries about large, non-agricultural vehicles parked on two local farms. The Clerk noted he had received an anonymous complaint about the inappropriate installation of a satellite dish; the matter had now been resolved.

Action: Non-agricultural vehicles	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquiries in connection with large non-agricultural vehicles parked on two local farms. 	June	Clerk

c) Planning Applications outstanding.

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

73/15 HIGHWAYS.

a) Quiet Lanes and speed survey.

The Clerk noted County and District Councillor Humby would be meeting Simon Cramp of HCC to discuss the Quiet Lanes initiative. The Clerk would provide Councillor Humby with the speed survey information provided by the Police.

Councillors expressed concern about a growing problem of bikes racing on the roads and bridleways in the parish. Councillors had no concerns about family or individual cycle rides, or planned road races. However, an unintended consequence of the improvement to bridleways is a material increase in cycle racing, with, in many cases, little regard for horse riders or other users. Councillors were fearful of an accident occurring on the roads or bridleways as a result of speeding cyclists. The Chairman agreed to discuss the matter with County and District Councillor Humby and HCC.

Action: Speed management	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain outcome of SDNP/HCC review of Quiet Lanes. Chairman to discuss issue of road racing cyclists with Councillor Humby and HCC. 	June	Clerk/JC

b) Disposal of sludge.

The Clerk updated the Council on a recent communication from the Environment Agency in connection with the disposal of sludge at a local site. The Agency is seeking site improvements. The Council noted the matter was one for the Environment Agency and instructed the Clerk to make further enquiries as to the monitoring and management of the site.

Action: Sludge	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make additional enquiries of the Environment Agency as to management of site. 	June	Clerk/JC

74/15 RIGHTS OF WAY.

a) Marwell Wildlife Park improvements to Rights of Way.

The Clerk informed the Council of his recent visit to Marwell Wildlife Park to discuss their plans for improving the rights of way around the Park. Whilst the Council was supportive and appreciative of Marwell Wildlife's efforts, it hoped that improvements to the bridleways would not be abused by 'racing' cyclists.

Action: Marwell Wildlife improvements to bridleways	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to invite Marwell Wildlife Park to make a presentation to Council. 	June/July	Clerk

b) Small grants scheme.

The Council determined there were no immediate projects where 'small grant' funding may be required, but would keep the matter under review.

75/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) Cricket pavilion and Sports Club licence.

The Clerk noted agreement had been reached with the Sports Club for a new Licence (including the pavilion) in the form and wording previously approved by Council. The Club Secretary and Chair had signed (with witnesses) the Licence and the Council (other than Councillor Egerton who abstained due to his personal interest) **Resolved** that Councillors Chapman and Tull should sign the Licence on behalf of the Council. The Clerk confirmed the pavilion had been added to the Council's insurance policy with effect from 1st May 2015. The additional premium would be re-charged to the Club in due course.

b) Pay Equipment Audit Inspection.

The Clerk noted the report commissioned by WCC had not revealed any major issues with the Play Equipment requiring immediate attention. A number of matters would need to be investigated and, if necessary, rectified over the next few years. Councillor Tull agreed to assist the Clerk in considering certain points in the Inspector's recommendations.

Action: Play Equipment	By When:	By Whom:
<ul style="list-style-type: none"> Councillor Tull to review (with Clerk) certain (non-urgent) points noted by the Inspector. 	June	Clerk

c) Swings.

The Council unanimously **Resolved** to accept the Clerk's recommendation that 'bird protectors' be installed on the swings to help keep them tidy.

Action: Swings at Play Ground	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for bird protectors to be installed on Lengthsman's next visit. 	June/July	Clerk

76/15 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			
4	37.80	WCC	Annual audit of play equipment – VAT £6.30; net £31.50 (budget £50)
5	17.00	Local Councils Review	Subscription to HALC publication (budget £19)
6	305.55	M Cleary	Net pay April
7	203.60	Post Office Ltd	PAYE for April
8	27.77	M Cleary	Expenses (photocopying £1.82, stamps £2.70, travel £5.40, printer paper £12.08, Land Registry £3 – VAT £2.77)
9	190.00	JK Murray	Internal audit fee 2014/15
10	200.00	Hedge Sparrow	Grass cutting April

RECEIPTS			
	10,900.00	WCC	1 st installment of precept
	606.16	WCC	1 st installment of council tax grant

b) **Internal audit report.**

The Council considered the letter dated 30th April 2015 from John Murray, Internal Auditor. The Council noted the auditor did not require any points or concerns to be brought to the Council's attention. The Council took note of the auditor's comments on the remaining stages to complete the Annual Return. The Council thanked the RFO for his efforts in dealing with the accounts during the year.

c) **Annual Return 2014/15.**

The Council considered the Annual Return for 2014/15 prepared by the RFO, and in particular Section 1, Accounting Statements, and Section 2, Annual Governance Statement. The Council noted Section 4, Annual Internal Audit Report, had been signed by John Murray and he had not expressed any reservations following his review. The Council **Resolved** unanimously to approve the Annual Return and authorised the Chair and RFO to sign the necessary statements therein.

77/15 CLERK'S REPORT.

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

78/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

The Clerk noted there would be two cycle races in area using the Parish Hall as the HQ -17th May and 6th June.

79/15 DATE OF NEXT COUNCIL MEETING.

It was agreed the next (ordinary) Council meeting would be held on 8th June 2015 commencing at 7.30pm in the Committee Room.

The meeting closed shortly after 9.40pm.

Chairman.....John Chapman..... ..Date: 8th June 2015

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

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 information from RH.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to invite Enforcement to attend a Council meeting. Local farm – to ask Enforcement to investigate possible building activity. To obtain from Enforcement full list of Enforcement cases 	March	Clerk

Enforcement attending June meeting; other matters in hand.

Beech Grove telephone box	By When:	By Whom:
<ul style="list-style-type: none"> Rob Humby to use contacts establish whether BT will replace door; If above unsuccessful, to establish whether OPC can adopt the box. 	March	Rob Humby

Awaiting information from RH. ; ME has taken sounding and feedback suggest the telephone box is not well used. The Clerk to ascertain the volume of calls from the phone.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to follow-up with Marwell Activity re construction of stables. Chairman to follow-up re additional signage at Activity Centre warning drivers to take greater care in exiting the centre. 	April/May	Chairman

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. Clerk and Chairman to discuss with School alternative pick-up points for school children, consistent with Health and Safety. 	March/April	Clerk/Chair/ME

re instating verges in hand for May; Chairman and Clerk to meet with School on 2nd June.

Action: Grit Bin	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to acquire further grit bin for Beech Grove, if considered necessary, and after consultation with Chair. 	March/April	Clerk

In hand.

Action: The Great War and D-Day Remembrance Projects.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for landscaping work around the Stone 	April	Clerk

Estimates too expensive and beyond budget. Revised plan to be considered by Paul Phillips.

Action: WCC Planning procedures	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires as to whether WCC will reflect SDNP revised consultation procedures with parish councils. 	June	Clerk

Action: Public transport	By When:	By Whom:
<ul style="list-style-type: none"> Council to consider with County and District Councillor Humby application by HCC to ensure rural villages have adequate public transport. 	May	Council/ Rob Humby

Action: Kerbing and verges	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires of HH as to repairs to kerbing at Pitcot Lane and damage to verges at corner of Jackmans/C9. 	May	Clerk

Reported to HH

Action: Red Lane lock	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to make enquires as to who changed the lock and why. 	May	Clerk