

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
9th MAY 2016  
COMMENCING AT 7.30PM IN 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.

District Councillor Laurence Ruffell (left after item 85/16)

Three members of the public were present (left after item 79/16).

**APOLOGIES FOR ABSENCE.**

District Councillor Amber Thacker

District and County Councillor Rob Humby

**76/16 ELECTION OF CHAIR AND VICE CHAIR FOR 2016/17.**

Councillor Bowes proposed Councillor Chapman be elected as Chair for 2016/17; Councillor Tull seconded the resolution. The Council (Councillor Chapman abstaining) unanimously **Resolved** to appoint Councillor John Chapman as Chair for 2016/17. Councillor Chapman signed the Declaration of Acceptance of Office.

Councillor Bowes proposed Councillor Tull be elected as Vice-Chair for 2016/17; Councillor Chapman seconded the resolution. The Council (Councillor Tull abstaining) unanimously **Resolved** to appoint Councillor Gerry Tull as Vice-Chair for 2016/17. Councillor Tull signed the Declaration of Acceptance of Office.

**77/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Martin declared a personal interest (as Treasurer) in matters affecting Morestead Church. 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, and Councillor Phillips (as Chair) in matters affecting the Owslebury and Morestead Community Association. Councillors Chapman, Phillips and Bowes declared personal interests (as committee members, Councillor Bowes, as Chair) in matters affecting Owslebury Parish Hall. Councillor Egerton declared a personal interest (as Treasurer) in matters affecting the Owslebury Sports Club.

**78/16 APPROVAL OF MINUTES.**

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 11<sup>th</sup> and 28<sup>th</sup> April 2016, and the Council **Resolved** they were a true record.

**79/16 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning applications:**

The owners of Whiteflood Farm commented on their planning application and responded to questions from Councillors. In particular they noted the proposed work would be in keeping with the listed status of the building. They understood Councillors concerns for the protection of wildlife, confirmed that no trees would be destroyed and felt there was adequate room for builders vehicles during the construction period.

**b) Other matters:**

A parishioner commented on the disruption, inconvenience and damage caused by building work on a neighbouring property. He gave examples of damage to his property and work being undertaken in unsocial hours. The work had been going on for some time, and requests that greater consideration be given to the family had not been successful. District Councillor Ruffell agreed to make enquiries to establish the appropriate contact point in WCC for the parishioner to make a complaint.

**80/16 PARISH COUNCIL REPRESENTATIVES.**

The Council unanimously **Resolved** to adopt the guideline for the role of parish council representatives set out in Appendix 1, agreed to the following Parish Council representative appointments, and noted appointments to the following local organisations:

- Councillor Chapman – *Parish Council representative for:* Broadband, Winchester District Association, Hampshire Association of Local Councils, Planning. *Local organisations:* Member of Owslebury Parish Hall Management Committee, Member of WCC Standards Committee.

- Councillor Tull – *Parish Council representative for:* Rights of Way, Tree Warden, Fly tipping, Travellers, Play area (on request from Clerk).
- Councillor Egerton – *Local organisation:* Associate Governor Owslebury Primary School.
- Councillor Martin – *Parish Council representative for:* Neighbourhood Watch. *Local organisation:* Member of Morestead Parochial Church Council.
- Councillor Page – *Parish Council representative for:* Planning.
- Councillor Phillips – *Parish Council representative for:* Winchester District Association, Hampshire Association of Local Councils. *Local organisations:* Member of St. Andrew's Parochial Church Council, Member of Owslebury Parish Hall Management Committee, Chairman of Owslebury and Morestead Community Association.
- Councillor Bowes – *Local organisations:* Member of St. Andrew's Parochial Church Council, Chairman of Owslebury Parish Hall management Committee.

#### 81/16 PROCEDURAL AND CONSTITUTIONAL MATTERS.

##### a) Policies and procedures.

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

- i. Standing Orders 2016/17;
- ii. Financial Regulations 2016/17;
- iii. Risk Register, as adopted by the Council on 11<sup>th</sup> January 2016;
- iv. Fixed Assets Register;
- v. Complaints procedure, as adopted by the Council on 11<sup>th</sup> November 2013;
- vi. Freedom of Information requests, as adopted by the Council on 9<sup>th</sup> June 2014;
- vii. Dealings with the press, as adopted by the Council on 9<sup>th</sup> June 2014;
- viii. Community Emergency Plan as adopted by the Council on 11<sup>th</sup> December 2015;
- ix. Reserves, as adopted by the Council on 11<sup>th</sup> April 2016;
- x. Health and Safety, as adopted by the Council on 11<sup>th</sup> March 2013;
- xi. Grants and donations, as adopted by the Council on 9<sup>th</sup> September 2014;
- xii. Recruitment, as adopted by the Council on 14<sup>th</sup> July 2014;

##### b) Insurance arrangements.

The Clerk informed the Council the 2016/17 renewal premium provided by the current insurers, Zurich, was only slightly higher than the premium for 2015/16. He had sought an indicative quotation from a leading broker in the field and had confirmed the premium 'would be difficult to beat'. On the basis of quality of service 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 1<sup>st</sup> June 2016. The Clerk noted the part of the premium relating to the cricket pavilion would be re-charged to the Sports Club in due course.

#### 82/16 DATES AND TIMES OF MEETINGS.

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.

#### 83/16 COUNTY AND DISTRICT COUNCILLORS REPORTS.

District Councillor Ruffell noted the May 2016 district election results and his and Councillor Thacker's successful election as District Council representatives for the new Upper Meon Valley Ward. He noted that whilst County Councillor Humby would no longer represent the parish at the district council, he would continue to do so as part of his ward at the County Council. Proposed changes to boundaries at county council level would in time bring ward boundaries more into line with the district council.

The Council unanimously **Resolved** to thank County Councillor Humby for his undoubted contribution to the parish during his time as a District Councillor representing the parish.

The Council congratulated District Councillors Ruffell and Thacker on their election as district councillors.

#### 84/16 POLICE REPORT.

There was no Police report.

**85/16 PLANNING**

**a) Planning applications.**

SDNP/15/06486/FUL	Matterley Alresford Road Ovington Hampshire
Proposal:	Change of use of land from agriculture to mixed agriculture and a number of temporary events (including summer festivals, endurance running events, sporting events (including motocross). Number and type of events to not exceed criteria and weighting set out in submitted event matrix. Retention of wooden structures within woodland associated with festival use.
Closing date (OPC):	18 May 2016

The Council unanimously **Resolved** to object to the application. The South Downs National Park Authority should have the facility to vary conditions on the expiry of temporary 'permissions' so as to ensure the wildlife and flora in the park are adequately protected.

SDNP/16/01975/HOUS &16/01976/LIS	Whiteflood Farm Belmore Lane Owslebury
Proposal:	Internal and external alterations to the existing property, including extension of single storey utility room, removal of existing timber porch, reinstatement of original front door into existing blocked opening, insertion of new casement window to match existing, removal of internal wall and creation of new internal doorway.
Closing date (OPC):	20 May 2016

The Council had no objections in principle to the proposed alterations, but asked the Clerk to draw the Planning Officer's attention to the need to ensure the listed status of the building is respected, the need for a wildlife survey and the need to ensure (given the dangerous nature of the road) adequate space for builders vehicles during the construction phase.

**b) Planning decisions.**

The Council noted the following decisions announced by SDNP:

SDNP/15/04582/LDE	Marwell Yard, Thompsons lane
Proposal:	Upon the full implementation of planning application ref: 06/03453/FUL, the subsequent use of the two hay, machinery and plant equipment buildings for general storage purposes (falling within Use Class B8)
Decision:	Approved

SDNP/16/01082/LIS	Chestnut House, Main Road, Owslebury
Proposal:	Construct new stud partition and remove fireplace.
Decision:	Approved

SDNP/15/06171/FUL	Penny's Acre Lower Farm , Whaddon Lane, Owslebury
Proposal:	Erection of stables and change of use of the land to include equestrian use.
Decision:	Approved.

SDNP/16/00479/FUL	Marwell Activity Centre , Hurst Lane, Owslebury
Proposal:	Retrospective Planning Application for 2 No. Horse Stables
Decision:	Approved.

**c) Enforcement matters.**

The Council noted the residential use, without planning permission, of caravan on a local site. The Council instructed the Clerk to inform Enforcement and to write to the landowner.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to write to Enforcement and to land owner re residential use of a caravan at a local site.</li> </ul>	May	Clerk

**d) Affordable housing.**

The Clerk noted the outcome of the recent questionnaire to all householders in the parish should be available in time for the next meeting of the Council.

e) **WCC Local Plan.**

The Council had already expressed its strong concern that adequate regard had not been given to the transport implications of the new housing envisaged in the Plan, and in neighbouring areas such as Eastleigh. The Council objections would be taken into account by the Inspector.

f) **Eastleigh Local Plan.**

The Chairman commented on his recent meeting with the Chairman of a neighbouring council in connection with the Eastleigh Local Plan and the proposed additional homes in the local area. The local councils and a pressure group of local residents felt a thorough assessment was needed of the traffic implications for the area arising as a consequence of the thousands of additional homes planned under Options B and C. In addition, as noted at an earlier meeting of the Council, there was great concern as to the environmental considerations of a proposed new relief road. The proposed road would do little; it would seem, to help the traffic congestion in the area around Fair Oak, Colden Common and Twyford, with the consequent use of Owslebury as a cut-through. The Chairman and his opposite number at a neighbouring council were endeavouring to meet with County and District Councillor Rob Humby (whose responsibilities now included cabinet member at HCC for transport) to discuss the matter further.

**86/16 HIGHWAYS.**

a) **Traffic consultant.**

The Council noted there had been no significant progress in recent years in securing a reduction in traffic volume and speed through the parish. The Council considered it would be beneficial to have an independent review by a traffic consultant as to the feasibility of traffic calming measures and the capacity of the lanes to cope with more traffic (given the proposed housing developments in the area). The Council considered the scope and estimate provided by a traffic consultancy company and unanimously **Resolved** to authorise the Clerk to finalise terms and to incur expenditure of up to £1,500 (S29 Local government and Rating Act 1997).

Action:	By When:	By Whom:
• Clerk to finalise terms subject to cap of £1,500 on expenditure.	May	Clerk

b) **Staggs Lane/Morestead Road junction.**

The Chairman commented on the recent meeting with Hampshire Highways and the landowner about improving sight lines at the junctions of Staggs lane and Morestead Road, and Honeyman's lane and Morestead Road. The meeting was productive and it was hoped the work to remove a small number of trees and hedges would help to improve safety, notably for horse riders and walkers.

**87/16 RIGHTS OF WAY.**

**Monarchs Way.**

Councillor Tull commented he hoped to complete the work on Monarchs Way by the end of May or shortly thereafter.

**88/16 OPEN SPACES**

a) **Staggs Gate pond.**

Councillors Phillips and Martin commented on the recent meeting with the landowner about the proposed work on the (usually dry) pond at Staggs Gate. The work would involve the removal of ground elder and nettles as well as certain work on the pond. The Council had no objection to the work being carried out subject to the involvement of the Council in monitoring the work and the consent of Natural England.

Action:	By When:	By Whom:
• Cllr Phillips to oversee work on behalf of OPC; • Clerk to advise landowner to obtain approval of Natural England.	May/June	Clerk

b) **Benches.**

The Council agreed Councillor Tull should obtain a quote for two metal (possibly galvanised) benches for the Recreation Ground for consideration at a future meeting. The benches would be similar to the one previously acquired for the Play Area. The Council asked the Clerk to obtain a quote from a local tradesman for the refurbishment of existing benches on the Recreation Ground and the Glebe field.

Action:	By When:	By Whom:
• Cllrs Egerton and Page to inspect Play Area bench and if considered suitable, Cllr Tull to obtain quote for two benches for Recreation Ground.	May/June	Cllrs Egerton/ Page/ Tull

• Clerk to obtain quote for refurbishment of other benches..		Clerk
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**89/16 COMMUNITY SERVICES.**

**a) The Ship Inn.**

The Clerk updated the Council on his recent conversation with Joe Fox. Mr Fox had completed the deal to acquire a lease interest in The Ship Inn and hoped to re-open the pub within a week or so.

**b) Beech Grove kiosk.**

The matter was deferred until the June meeting by which time OMCA would have considered whether it wishes to manage the use of the kiosk.

**90/16 BURIAL GROUND.**

The matter was deferred until the June meeting by which time it was hoped the Parochial Church Council would have clarified its view as to the way forward.

**91/16 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	
<b>PAYMENTS</b>				
6	25.00	Twyford Surgery Patient Participation Group	S137 grant Minute 64/16 refers	Electronic
7	356.97	M Cleary	Net pay for April	Electronic
8	237.60	HMRC	PAYE for April	Electronic
9	17.76	M Cleary expenses	April expenses (travel £6.30; post £8.91; photocopying £2.55)	Electronic
10	240.00	S Comley	Grass cutting for April	Electronic
11	195.00	J Murray	Internal audit fee	Electronic
12	1007.62	Zurich Insurance	2016/17 premium	Electronic
13	41.25	OPHMC	Hall hire for April	Electronic

The Council noted the following receipts:

Amount (£)	Payer	Purpose	
11437.38	WCC	Precept and grant for 6 months	Electronic
782.00	HCC	Grant re Monarchs Way	Electronic
175.00	E Harfield	Sale of mower	Cheque
12.50	P Harrison	Use of play area for April	Electronic

**b) Internal auditor report 2015/16.**

The Council considered a letter dated 29th April 2016 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.

**c) Scope of internal audit 2016/17 onwards.**

The Council considered the scope of the internal audit for 2016/17 onwards. It noted the qualifications of the current internal auditor, John Murray Chartered Public Finance Accountant, his experience including as internal auditor for other councils, and his independence from the Clerk and Councillors. The Council unanimously **Resolved** to continue with John Murray as internal auditor.

**d) Section 2 of Annual Return 'Accounting statement for 2015/16'.**

The Council considered Section 2 (Accounting Statement) of the Annual Return for 2015/16 prepared by the RFO, the RFO's explanation of variances and the bank reconciliation as at 31<sup>st</sup> March 2016. The Council noted it had previously approved Section 1 (Governance – minute 64/16(b) refers) and Section 4 (Annual Internal Audit Report) had been signed by John Murray and he had not expressed any reservations

following his review. Accordingly, the Council unanimously **Resolved** to approve Section 2 of the Return, authorised the Chair to sign the necessary statement therein and authorised the Clerk to submit the Annual Return, explanation of variances and the bank reconciliation to the external auditor, BDO.

**e) Lawn mower.**

The Council **Resolved** unanimously to accept the offer of £175 made by a parishioner for the acquisition of the Council's redundant lawn mower.

**92/16 CLERK'S REPORT.**

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 2).

**93/16 CODE OF CONDUCT.**

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

**94/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

The Chairman updated the Council on his attendance at the Southern Parishes meeting. There were no special matters Councillors wished to discuss at a future meeting.

**95/16 ANNUAL PARISH ASSEMBLY**

The Council noted the Annual Parish Meeting would be held on Monday 16<sup>th</sup> May at 7pm and that Sergeant Stuart Gilmour and Joe Fox would be the guest speakers.

**96/16 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held on 13<sup>th</sup> June 2016 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 9.30pm

Chairman.....John Chapman.....Date: 13<sup>th</sup> June 2016

The Parish Council may appoint a Councillors or Councillors to as act as Parish Council Representative for specific matters. Such appointments may be made at any time during the Council year, but cease at the May meeting of the Parish Council.

1. The Parish Council Representative's role includes:
  - a. to gather and keep abreast of information on their specialist area through research, discussion with WCC or other bodies or attendance at outside events or committees previously agreed by the Parish Council;
  - b. to listen to concerns of Parishioners, assess their importance and whether there is commonality of view amongst Parishioners, and to report such concerns to the Parish Council;
  - c. to keep any fellow Representative informed of developments or communications;
  - d. to update the Clerk periodically so as to avoid duplication with other areas of Parish Council work;
  - e. to recommend to the Parish Council policies or actions which may be beneficial to Parishioners, for debate and decision by the Parish Council;
  - f. when specifically mandated by the Parish Council, to represent the Parish Council's decisions to outside bodies;
2. The Parish Council Representative is not empowered to make any decisions on behalf of the Parish Council, but can only make recommendation for the Parish Council to debate and determine.
3. All formal communications with the press and outside bodies should, as always, be conducted through the Parish Clerk, unless the Parish Council specifically determines otherwise.
4. In order to ensure the role of the Parish Council Representative is effective, Councillors should refer any significant matter brought to their attention on a subject not within their Parish Council Representative role, to the appropriate Parish Council Representative. Similarly, unless determined otherwise by the Parish Council, Councillors should not become directly involved in any significant matter for which another Parish Councillor has been appointed Representative.

Originally adopted by the Parish Council June 2013 and re-confirmed annually.

**APPENDIX 2: CLERK'S REPORT**

Action: Rights of Way	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to survey ROW accessible by tractor and to clear obstructions as necessary.</li> <li>Clerk to advertise through OIS and newsletter re parishioners reporting issues with footpaths to Clerk;</li> <li>Clerk to collate information and report back to Council</li> </ul>	Cllr Tull / Clerk
<u>OIS and Newsletter note circulated – 1 response to date. Reminder notes to be issued</u>	
Action: Bank tree.	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for pruning of tree;</li> </ul>	Clerk
<u>Pruning booked for spring.</u>	
Action: Play Equipment	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to review certain (non-urgent) points noted by the Inspector.</li> </ul>	Clerk
<u>minor repairs to be undertaken in due course.</u>	
Action: Basketball	By Whom:
<ul style="list-style-type: none"> <li>activity to be monitored for 2 months for anti-social behaviour;</li> <li>if the problems persist, Basketball facility to be removed without further warning. The Council very much hoped this extreme measure would not be required;</li> </ul>	Clerk
Action: Owslebury Information Service.	By Whom:
<ul style="list-style-type: none"> <li>Councillor Martin to overview procedures (including security arrangements) for OIS.</li> </ul>	WM/Clerk
Action: Recreation Ground	By Whom:
<ul style="list-style-type: none"> <li>Dragon's teeth to be installed on bank at Recreation Ground.</li> </ul>	PP/GT
<u>Temporary (logs) action taken; dragons teeth to be installed in due course.</u>	
Action: Grips and ditches	By Whom:
<ul style="list-style-type: none"> <li>Clerk to establish cost of clearing of grips and ditches</li> </ul>	Clerk
Action: Play area	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for cleaning and repair of matting in swing area;</li> <li>Clerk to arrange for edging re roundabout.</li> </ul>	Clerk
<u>In hand for end May/early June</u>	
Action: Enforcement/planning	By Whom:
<ul style="list-style-type: none"> <li>Clerk to write to Enforcement Officer expressing need to take action to ensure compliance with planning law.</li> <li>Clerk to make enquiries about development activity at local site</li> </ul>	Clerk
<u>Note sent to WCC. Re other development activity – currently in-hand</u>	
Action: Highways/EA	By Whom:
<ul style="list-style-type: none"> <li>Clerk to confirm Council's agreement to terms of Lengthsman Scheme.</li> <li>Council to invite slurry contractor to Council meeting.</li> </ul>	Clerk
<u>Lengthsman scheme confirmed. Contractor invited to attend meeting – awaiting reply</u>	
Action: Burial ground	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to meet with PCC.</li> </ul>	PP/GT





## JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

13 SHELLEY CLOSE  
WINCHESTER, HANTS  
SO22 5AS

Telephone 01962 868031  
Fax 01962 620355  
Mobile 07850 863612  
john.murray233@ntlworld.com

29 April 2016

Dear Michael,

**Owslebury Parish Council -  
Accounts for the year ended 31 March 2016 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2016. I have carried out the Internal Audit following the guidelines as documented in the NALC/SLCC Book "Governance and Accountability in Local Councils in England and Wales - A Practitioners' Guide". In particular the Internal Audit has been carried out using "an approach to internal audit testing" contained in Appendix 9 of the 2014 Guide. I have also taken into account the draft 2015 Guide (now formally issued), the guidance given to me in the Public Sector Audit Standards and Section 5 (1) of Statutory Instrument 2015 No 234.

I have no matters I wish you to report to your Council. However we discussed your procedures for using electronic banking and I am content with those arrangements.

I have noted that the Audit Commission Pro-forma (with details of the Variations and Bank Reconciliation you will be sending off with this) have not yet been fully adopted by the Parish Council and signed by the Chairman and the Clerk. Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4 before they are sent off and Schedule 3 when returned signed by the Audit Commission. As you are aware the Annual Return format has altered this year so I am pleased you are ensuring that Section 1 is being approved before Section 2

Will you also provide me with copies of the Bank Reconciliation, the Explanation of Variances and also a copy of your full set of Accounts? Please ensure that the adoption of the Accounts and the Audit Commission Pro-forma are minuted at the appropriate times - in particular Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes. Please ensure (and I am sure you will) that the Form is fully completed (including filling in the boxes for the name of the Parish Council) otherwise it may be returned by the External Auditor

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding

I enclose my Invoice for the work done so far

Yours sincerely,

John K. Murray

Mr. M. Cleary,  
Clerk to Owslebury Parish Council  
Yew Tree House  
Hensting Lane  
Owslebury  
Winchester Hants.  
SO21 1LE