

OWSLEBURY PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON
8th MAY 2017
COMMENCING AT 7.45PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL

PRESENT.

Parish Councillor John Chapman (in the Chair).

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

IN ATTENDANCE.

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

District Councillor Amber Thacker (left after item 80/17)

7 members of the public were present (left after item 76/17).

70/17 APOLOGIES FOR ABSENCE.

Parish Councillor Will Martin.

County and District Councillor Rob Humby.

District Councillor Laurence Ruffell.

71/17 ELECTION OF CHAIR AND VICE CHAIR.

Councillor Bowes proposed Councillor Chapman be elected as Chair for 2017/18; Councillor Phillips seconded the resolution. The Council (Councillor Chapman abstaining) **Resolved** unanimously to appoint Councillor John Chapman as Chair for 2017/18. Councillor Chapman signed the Declaration of Acceptance of Office.

Councillor Bowes proposed Councillor Tull be elected as Vice-Chair for 2017/18; Councillor Chapman seconded the resolution. The Council (Councillor Tull abstaining) **Resolved** unanimously to appoint Councillor Gerry Tull as Vice-Chair for 2017/18. Councillor Tull signed the Declaration of Acceptance of Office.

72/17 CODE OF CONDUCT.

Councillors agreed unanimously to accept the revision to the Code of Conduct provided by WCC.

73/17 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 planning application concerning land at Owslebury Bottom and noted he would be leaving the room when the matter came to be discussed by the Council.

74/17 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.

75/17 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 12th April 2017, and the Council **Resolved**, unanimously, they were a true record.

76/17 PUBLIC QUESTIONS AND COMMENTS.

The applicant and her adviser commented on a planning application which may be submitted in relation to the conversion of redundant agricultural buildings, at Upper Baybridge Farm, to residential accommodation for a family member. They explained the background to the proposed development, and commented on their discussions with the SDNP/WCC planning officer who had provided pre-planning advice. The adviser noted it would be impractical for the agricultural buildings involved to be converted for commercial use or for holiday lettings, and the conversion to residential use would make good use of buildings which would otherwise continue to deteriorate. They responded to questions from councillors.

The owners of homes near to Bottom Pond Cottages commented on a planning application in relation to the proposed change of use of a field to site two shepherd huts for the purpose of letting during the months of March - October and the provision of a new vehicular access. They noted the application had been refused on the grounds of highways safety. However, they wished to make clear to the Council there were other material grounds for rejecting the proposal including such matters as the safeguarding of wildlife and fauna on the site, the lack of access for visitors to the adjoining countryside without having to walk along the busy and dangerous

Morestead Road, and the rights of access to the site. They were unhappy sufficient regard had been given to such issues by the planning officer, and satisfactory explanations were not forthcoming to their enquiries. They were concerned that in the event of any 'appeal' by the applicant, such matters should be given full consideration and not just the issue of highways safety, notwithstanding its critical importance to any assessment of the site. They responded to questions from councillors. The Chairman assured them that in the event of an appeal, the Council would take due note of the concerns expressed in reaching its own decision on the representation it would submit to the inspector.

77/17 PARISH COUNCIL REPRESENTATIVES FOR 2017/18.

The Council **Resolved** unanimously 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, Southern Parishes. *Local organisations:* Member of Owslebury Parish Hall Management 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 and Transport. *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, Southern Parishes. *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, chairman Owslebury Neighbourhood Watch.

78/17 PROCEDURAL AND CONSTITUTIONAL MATTERS.

A. Policies and procedures.

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

- a) to approve Standing Orders for 2017/18;
- b) to approve Financial Regulations for 2017/18;
- c) to confirm the following policies approved by Council at previous meetings:
 - i. Risk Register as adopted by the Council on 13th February 2017.
 - ii. Fixed Assets Register reviewed on 13th February 2017.
 - iii. Complaints Procedures, as adopted by the Council on 11th November 2013.
 - iv. Freedom of Information requests, as adopted by Council on 9th June 2014.
 - v. Dealings with the press, as adopted by Council on 9th June 2014.
 - vi. Community Emergency Plan, as adopted by the Council on 13th February 2017.
 - vii. Reserves, as adopted by the Council on 11th April 2017.
 - viii. Grants and donations, as adopted by the Council on 9th September 2014.
 - ix. Recruitment, as adopted by the Council on 14th July 2014.

The Council determined to review the Health and Safety policy at its next meeting. The Council determined the Safeguarding Children and Vulnerable Adults policy should include a requirement for contractors have a 'clean' Disclosure and Barring record. In relation to the contractor currently used for grass-keeping the Council **Resolved** unanimously to pay the costs involved in a DBS check.

Action: DBC check	By Whom:
<ul style="list-style-type: none"> • Clerk to arrange for contractor to undertake DBS check and Council to pay costs involved. 	Clerk

B. Insurance arrangements.

The Council confirmed its previous decision (Minute 64/17(g)) to continue to insure with Zurich Insurance the Council's property and public liability obligations, instructed the Clerk to make the necessary arrangements and authorised Councillors Chapman and Phillips to approve the electronic payment on the due date. The Clerk noted the premium was significantly below both budget and that for the previous financial year. Councillors confirmed they would inform the Clerk if they were aware of any new material facts (as defined by the insurance company) that required disclosure to Zurich Insurance.

79/17 DATES AND TIMES OF ORDINARY 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.

80/17 COUNTY AND DISTRICT COUNCILLORS REPORTS.

County and District Councillors had provided reports at the earlier Annual Parish Assembly.

81/17 POLICE & NEIGHBOURHOOD WATCH REPORT.

Councillors noted the recent spate of burglaries in the parish and the on-going Police investigations. Councillors asked the Clerk to ascertain whether the Owslebury Newsletter would be prepared to under a 'full run' with an article about the need for parishioners to take extra security measures. The Clerk and Councillor Bowes agreed to put together a notice for the Newsletter and for the notice boards.

Action: Burglaries.	By Whom:
<ul style="list-style-type: none"> Cllr Bowes and Clerk to draft newsletter/notice board item.. 	Clerk/Cllr Bowes

82/17 PLANNING

a) Planning applications.

SDNP/17/01936/FUL	Land at Owslebury Bottom
Proposal:	Proposed agricultural storage shed.
Closing date (OPC):	11 May 2017

The Council (Councillor Tull having left the room) had no objection in principle to the application provided the shed is used only for agricultural purposes.

Councillor Tull returned to the room after the Council's decision had been made.

b) Planning decisions.

i. South Downs National Park Authority decisions:

SDNP/17/00074/FUL	Bottom Pond Cottages Morestead Hill
Proposal	Change of use of field to site two shepherd huts for the purpose of letting during the months of March - October and the provision of a new vehicular access. (Amended plans and information received 27.02.2017, amended description to include access)
Decision:	Refused.

ii. Eastleigh local plan

The Chairman commented there had been no recent material developments in the matter. The next major step would be the publication of the draft Local plan in June.

c) Enforcement matters.

i. Woodland View.

In the absence of District Councillor Ruffell the matter was carried forward to the next meeting.

ii. Occupation of a building without planning permission.

A Councillor agreed to make further enquiries about the matter..

Action: Unauthorised occupation.	By Whom:
<ul style="list-style-type: none"> Clerk/Cllr to make further enquiries. 	Clerk

d) Affordable housing.

Councillor Tull noted progress had been made in recent weeks. The current intention was for the developer to present outline plans to the Council, following which a presentation would be made to the parish.

83/17 HIGHWAYS.

Engineer's site visits.

The Clerk noted the Hampshire Highways Engineer had confirmed:

- the tree leaning on wires in Whaddon Lane had been removed;
- concrete bollards had been ordered for the corners of Pitcot Lane and Main Road, and Baybridge Lane and Lower Baybridge Lane;
- the 'weight limit' signs at the Longwood crossroads are to be re-positioned so as to make the restriction clearer;
- the ditch in the passing bay in Lower Baybridge Lane will be filled with stone so as to make-safe.

The Engineer noted that other measures requested by the Council were under consideration and largely dependent on the availability of funds.

84/17 RIGHTS OF WAY.

Councillor Tull commented on the work he had undertaken in recent weeks on removing excess vegetation on rights of way. He noted the continuing problem on BW50 with severely restricted width due to overhanging vegetation. The Clerk noted the matter had been reported to HCC and was awaiting inspection. Councillor Page note the deterioration in the surface of Red Lane and the Clerk was asked to make further enquiries.

Councillor Tull noted the need to improve sight lines on the Morestead Road near to Bottom Pond Cottages by the removal of three trees.

Action: Red Lane.	By Whom:
• Cllr to make further enquiries re improvement to surface.	Clerk

Action: Removal of trees.	By Whom:
• Clerk to discuss with landowner removal of trees near to Bottom Pond Cottages.	Clerk

85/17 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) Benches for Recreation Ground.

Councillor Tull agreed to provide a bench which may be suitable for purchase, for councillors to inspect before the next meeting.

Action: Benches	By Whom:
• Cllr Tull to provide bench	Cllr Tull

b) Use of Play Area.

The Council noted that Helen Smith (a registered personal trainer) had succeeded Penni Harrison in the provision of a limited number of fitness classes that take place on the hard standing and grass in the Play area. The Clerk had inspected Helen Smith's risk assessment of the activity, and also her public liability insurance cover.

c) Play area Inspection.

The Clerk noted he had received the Inspector's report and circulated a copy to councillors. There was nothing of immediate importance apart from the removal of bird spikes. He commented the report would be included on the agenda for the June meeting.

d) Need for, and use of, Play area equipment.

At the suggestion of Councillor Bowes the Council agreed to make enquiries of Play area users as to their views on the play equipment, and which items, if any, were now redundant.

Action: Play equipment.	By Whom:
• Clerk to make further enquiries as to use of equipment.	Clerk

86/17 PARISH HALL.

The Council noted the Parish Hall Management Committee would be writing to the Clerk shortly outlining possible ways of strengthening the links between the Council and the Committee for the long term good of the parish.

87/17 FINANCE, ADMINISTRATION AND STATUTORY.

a) 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	
PAYMENTS				
2	207.43	SSE	Electricity annual charges	Cheque
3	36.00	CPRE	Annual subscription	Cheque
4	100.00	Owslebury Senior Citizens	S137 grant Minute 64/17(f)	Electronic
5	356.79	M Cleary	Net pay April	Electronic
6	237.60	HMRC	April PAYE	Electronic

7	19.87	M Cleary	April expenses (post £0.75), 1&1 service plan 1/4ly fee £15.93+VAT £3.19)	Electronic
8	21.65	OPHMC	April hall bookings	Electronic
9	778.87	Zurich	Annual insurance premium	Electronic
10	40.00	Hampshire Playing Fields	Annual subscription	Electronic
11	290.00	S Comley	April grass cutting	Electronic
12	83.10	Nick Adams	Play area annual inspection	Cheque
13	200.00	John Murray	Annual internal audit	Electronic

The Council noted the following receipts:

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
15.00	Penni Harrison	Use of Play area - March	Electronic
330.73	HMRC	VAT refund	Electronic
11,416.00	WCC	Half year precept and council grant	Electronic
12.50	Penni Harrison	Use of Play area - April	Electronic
6,600.00	HCC	Grant for lengthsman scheme (see below)	Electronic
7.50	Helen Smith	Use of Play area - April	Electronic

b) Internal auditor report 2016/17.

The Clerk noted he had met with the Internal auditor who had subsequently written to confirm he did not require any points or concerns to be brought to the Council's attention (Appendix 2).

c) Scope of internal audit 2017/18 onwards.

The Council considered the scope of the internal audit for 2017/18 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 2016/17.

The Council considered Section 2 (Accounting Statement) of the Annual Return for 2016/17 prepared by the RFO and the bank reconciliation as at 31st March 2017. The Council noted it had previously approved Section 1 (Governance – minute 64/17(f) refers) and that Section 4 (Annual Internal Audit Report) had been signed by John Murray, Internal auditor. Accordingly, the Council **Resolved** unanimously 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 and bank reconciliation to the external auditor, BDO.

e) RFO comments on variances.

The Council noted the RFO's comments on the main reasons for the variances between the 2016/17 receipts and payments and those for 2015/16, and approved the RFO's submission to BDO.

f) Clerk's pay scale.

The Council approved the annual increase in the Clerk's pay scale from SCP24 to SCP25 in accordance with paragraph 6.2 of his Employment Contract dated 25th March 2013.

88/17 CLERK'S REPORT.

The Clerk commented on the actions taken on matters determined at previous meetings and not included on the agenda (Appendix 3).

89/17 CODE OF CONDUCT.

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

90/17 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no other issues councillors wished to include on the agenda for the next meeting apart from those already identified at the meeting.

91/17 DATE OF NEXT COUNCIL MEETING.

The Council agreed the next Council Meeting would be on Monday 12th June 2017 at 7.30pm in the Committee Room.

The meeting closed shortly before 9.30pm

ChairmanJohn Chapman.....Date: 12th June 2017

APPENDIX 1: ROLE OF PARISH COUNCIL REPRESENTATIVES.

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.

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.

APPENDIX 2: JOHN MURRAY, INTERNAL AUDITOR, LETTER TO COUNCIL.



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

8 May 2017

Dear Michael,

**Owslebury Parish Council -
Accounts for the year ended 31 March 2017 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2017. 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" issued in March/June 2016

I have no matters I wish you to report to your Council.

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.

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,

A handwritten signature in black ink, appearing to read 'John K. Murray', written over a vertical line.

John K. Murray

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

APPENDIX 3: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> • Clerk to review boundaries; <u>In hand – search arranged and maps being reviewed.</u>	Clerk

Action: Traffic management.	By Whom:
<ul style="list-style-type: none"> • Councillor Egerton to discuss with school governors and seek their support. • Chairman to write to parents and to parishioners. <u>Agreed to hold-back for time being</u>	ME/JC/ Clerk

Action: Swing seat.	By Whom:
<ul style="list-style-type: none"> • .Clerk to acquire swing seat. <u>Not required at this stage</u>	Clerk

Action: Staggs Lane/Morestead Road junction	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss with landowner <u>Landowner has agreed to make certain changes to reduce parking</u>	Clerk

Action: Lengthsman contract	By Whom:
<ul style="list-style-type: none"> • Clerk to amend wording in contract with Lengthsman, and sign all three contracts (with HCC, with cluster parishes and with Lengthsman) on behalf of the Council. <u>Completed.</u>	Clerk

Action: .Sports Club licence	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss and complete formalities with the Club <u>Completed.</u>	Clerk

Action: .Dragons teeth	By Whom:
<ul style="list-style-type: none"> • .Clerk to choose contractor provided cost no more than £250. <u>Tenders reviewed and S. Comley instructed.</u>	Clerk

Action: .Low lying branches	By Whom:
<ul style="list-style-type: none"> • .Clerk to choose contractor provided cost no more than £200. <u>Tenders reviewed and S. Comley instructed.</u>	Clerk