

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
9th NOVEMBER 2015
COMMENCING AT 7.30PM IN OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

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

IN ATTENDANCE.

District & County Councillor Rob Humby }.

District Councillor Laurence Ruffell. } (all left after item 177/15(a))

District Councillor Amber Thacker. }

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

Four members of the public were present (left at varying times).

ABSENT.

Parish Councillor Roger Page

170/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Phillips declared a personal interest in a planning application for Church Cottage (as a neighbour).

Councillor Egerton declared a personal interest (as Treasurer) in matters affecting the Sports Club.

171/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETINGS.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 12th October 2015, and the Council **Resolved** they were a true record.

172/15 PUBLIC QUESTIONS AND COMMENTS.

a) Planning applications.

The owners of Red Lodge and Church Cottage commented briefly on their respective planning applications and offered to respond to any questions Councillors might have - there was none.

b) Other agenda items.

Two parishioners advised the Council the problems with the basketball area (reported at previous meetings) continued to arise, with teenagers playing basketball as late as 10.30pm. It was simply unreasonable for older people to have to confront teenagers late in the evening, and it added to stress levels. They noted they were representative of other residents in the area who were equally concerned about the matter. The parishioners had read the minutes of the previous Council meeting when the matter had been considered. They were not persuaded health and safety, fencing or other such issues precluded a move of the basketball facility to a more appropriate area such as the Recreation Ground. In discussion, District Councillor Ruffell noted the Council had the option of tightening the terms and conditions for use of the play area (such as time and age restrictions) but the meeting acknowledged that enforcement would be difficult. After the public session closed the Council considered the matter further – paragraph 178/15(a)

173/15 COUNTY AND DISTRICT COUNCILLORS REPORT.

a) District Councillor Ruffell noted the assistance he had provided the Clerk in obtaining a response from WCC on a matter concerning dog waste bins. He also noted that Local Plan Part 2 had now been released for public consultation. Councillors felt strongly inadequate consideration had been given to traffic management issues arising from new housing development. County and District Councillor Humby understood the concerns and was endeavouring to organise an area wide assessment of traffic issues. However it would depend upon funding and resources being made available. He noted that some major improvements were already being considered, such as the proposed Botley by-pass and a possible road to ease congestion around Allbrook. District Councillor Ruffell advised the Council to make its views known as part of the consultative process.

b) County and District Councillor Humby reported on a number of matters including:

- the impact budget cuts were having on HCC, notably on such matters as highways. He had already reported on some major new highways projects under consideration, but looking forward, it was likely HCC would need to concentrate resources on safety related highways projects;

- his understanding that Central government had indicated there would be substantial further cuts to council support grants on top of the budget reductions already introduced by HCC;
- his discussions with a landowner about the work undertaken on Stags Lane – a meeting had been arranged to include the Countryside Department for later in the month;
- the proposed introduction of a universal service in relation to broadband – this could materially benefit those in the parish with appalling broadband reception levels.

Action: Local Plan Part 2	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to submit comment in connection with traffic management 	November	Clerk

174/15 POLICE REPORT.

The Clerk advised the Council the Police UK website included an anti-social incident in Pitcot Lane for September, criminal damage in Whites Hill and a violent offence in Main Road. However the local Police Community Support Officer’s report only showed two motor car accidents in September. The Clerk noted he would make further enquiries about the reports on the Police UK website, as the incidents did not resonate with Councillors.

175/15 CO-OPTION OF A COUNCILLOR.

The Clerk advised the Council he had been informed by Democratic Services that at the close of the statutory notice period 10 or more electors had not requested an election, following the resignation of Sally Tattersall. Accordingly the Council instructed the Clerk to advertise for candidates for consideration for co-option to the Council.

Action: Co-option.	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to advertise for candidates in newsletter and on OIS and notice board. 	December	Clerk

176/15 PLANNING.

a) Planning Applications.

SDNP/15/05021/LIS	Church Cottage, Pitcot Lane.
Proposal:	Construction of a single storey building to house a vehicle and log store with 2 bays.
Closing date (OPC):	10/11/15

The Council unanimously **Resolved** it had no objections or comments to bring to the Planning Officer’s attention.

SDNP/15/04875/HOUS	Red Lodge, Belmore Lane
Proposal:	Single storey rear extension to replace existing conservatory plus pergola structure to connect to existing and new chimney to living room.
Closing date (OPC):	10/11/15

The Council unanimously **Resolved** it had no objections or comments to bring to the Planning Officer’s attention.

SDNP/15/05143/HOUS	Gorsedown House Main Road Owslebury
Proposal:	Replacement of windows; new external material to existing house; widen driveway access; new swimming pool to rear of house; new extension to rear of house; 3 Velux windows to front of property; 5 Velux windows to rear of property; with the addition of two Velux windows –one at each gable end of the roof at the sides of the property and the removal of 1 tree. (RESUBMISSION)
Closing date (OPC):	16/11/15

The Council unanimously **Resolved** it had no objections or comments to bring to the Planning Officer’s attention.

b) Planning Decisions

The Council noted SDNP had approved the application relating to Mares Lane Bungalow, Hensting Lane - Demolish existing garage and store and erection of garages and car ports and large vehicle store (SDNP 15/04322/HOUS)

c) Enforcement.

The Clerk updated the meeting on the report from Enforcement on the two open cases in the parish: Old Wells Cottage and Woodland View Stables

d) Affordable housing.

The Council considered the need for additional affordable housing in the parish. Councillors expressed concern the cost of housing in the parish was proving prohibitive for younger people and families. Whilst there was a consensus that the Council should consider investigating the provision of additional affordable housing, the conditions had to be such that the houses could not be acquired and then sold privately for a long time period – say 40 years.

At the conclusion of the debate, the Council agreed to investigate further the possible provision of additional affordable housing in the parish.

Action: Affordable housing	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to liaise with district/county councillors, SDNP and intermediaries on process and procedure; Clerk to advertise for exception sites for consideration by Council and SDNP or WCC planning 	January/ February	Clerk

177/15 HIGHWAYS.

a) Quiet Lanes.

The Clerk and Chairman commented on the background to the Quiet Lanes initiative and their discussions with HCC. Originally it had been intended that many of the lanes in the parish would be designated Quiet Lanes and benefit from additional signage and other traffic calming measures. However following further consideration, HCC had narrowed the definition of qualifying lanes for the scheme. The proposed selection of lanes provided by HCC was so narrow that the Council felt that the scheme would have little if any practical benefit for the parish. Accordingly, the Council **Resolved** not to pursue discussions further with HCC and to withdraw from the pilot scheme.

Action: Quiet lanes.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to advise HCC of Council's withdrawal from the Quiet Lanes pilot. 	November	Clerk

b) Flood prevention preparatory work.

The Council noted the Lengthsman would be visiting the parish at the end of the month and identified grips and ditches which could be included in his work programme. Councillor Tull volunteered to assist in the clearing of one particular ditch, subject to there being no objection from Hampshire Highways.

Action: Flood prevention.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to devise work programme for Lengthsman and to liaise with HCC re Councillor Tull assistance in ditch clearance.. 	November	Clerk

178/15 RIGHTS OF WAY.

a) Monarchs Way/Pilgrims Trail

The Clerk noted an application had been submitted to HCC for a grant of £500 under the HCC Small Grants Scheme. The outcome would be known shortly.

b) Bridleway 503 (Staggs Lane).

The Council noted that County and District Councillor Humby had arranged a meeting with the landowner, HCC and Council representatives to consider the work undertaken on the bridleway by the landowner.

c) Survey.

The Council noted the need to ascertain the state of the many ROW in the parish. Councillor Tull agreed to survey those ROW accessible by tractor and, where necessary, remove obstructions. In addition, it was agreed parishioners should be requested to report issues with footpaths to the Clerk, over a 3 month period, and the information be collated and considered by Council at a future meeting.

Action: Rights of Way	By When:	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 	February/ March	Cllr Tull / Clerk

d) Staggs Lane pond.

The Council noted a request from a property owner to remove excess vegetation around the pond at Staggs Lane. The Council had no objection in principle and asked the Clerk to ascertain the extent of the planned work.

Action: Staggs Lane pond.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to ascertain extent proposed work to remove excess vegetation. 	November	Clerk

179/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.

a) Basketball play area.

The Council understood the deeply held concerns of local residents about the unreasonable level of noise relating primarily to the use of the basketball hard standing by teenagers during unsocial hours. The Council considered a number of options, but there was no obvious solution. Additional signage specifying the time the area could be used may not suffice. If this proved to be the case the Council may need to consider – as a last resort - removing the facility. Other locations were put forward. After debate, it was agreed the Chairman would investigate the practical options further, also taking into account such issues as insurance, health and safety and the advice of the Hampshire Playing Fields Association.

Action: Basketball play area	By When:	By Whom:
Chairman and Clerk to consider practical options including: <ul style="list-style-type: none"> additional signage/restrictions in hours of play; OIS/Newsletter appeals for community assistance; potential closure of area alternative sites, taking into account H&S and public liability; potential longer term outside teenager/adult facilities. 	December/ January	Council

b) Grass cutting 2016.

The Clerk informed the Council three parties had either submitted or were in the process of so doing, tenders for grass cutting for 2016/17 for the Glebe field and play area. The Council asked the Clerk to liaise with the Sports Club as to the grass cutting arrangements for the Recreation Ground and to bring back proposals to the Council.

Action: grass cutting	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to discuss arrangements for the Recreation Ground grass cutting with the Sports Club; Clerk to complete review of tenders. 	December	Clerk

c) Bank tree.

The Clerk updated the Council on the reports he had received from tree surgeons on the sycamore tree known as the Bank tree. In essence it is not in the best of health but it is feasible it could be saved for a reasonable while longer. This would however involve significant pruning and cost and the Clerk advised the Council of the estimates he had received (up to £1,100). Councillors debated the matter and questioned whether the expense could be justified if the tree was nearing the end of its life. The Council asked the Clerk to invite WCC to comment on the matter. After debate the Council unanimously **Resolved** that subject to any contrary view from WCC, it would be appropriate to make one last effort to improve the health of the tree for its survival for a reasonable period of time, and instructed the Clerk to make the necessary arrangements subject to the cost not exceeding £1,100.

Action: Bank tree.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for pruning of tree. 	December	Clerk

d) Copper beech tree, Glebe Field.

The Clerk reported tree surgeons had advised him that the tree be pruned and a branch overhanging the road removed – also recommended by Hampshire Highways. The Clerk advised the Council of the cost estimates (up to £375). Whilst the matter was not described by the tree surgeons as being ‘urgent’, the Council unanimously **Resolved** the work be undertaken sooner rather than later and instructed the Clerk to make the necessary arrangements.

Action: Glebe tree	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for pruning of tree. 	December	Clerk

e) Benches, Recreation Ground.

The Clerk advised the Council most of the benches on the Recreation Ground would require refurbishment in the spring – he would include the probable cost in the budget for 2016/17.

Councillor Egerton advised the Council that the Sports Club considered it appropriate to add to (or replace existing) benches with related plaques to mark the contribution of Arthur Thatcher and Doug Rogers to the parish. Councillors considered the request and agreed in principle to buy additional benches, subject to the Clerk obtaining cost estimates and confirmation that the families would have no objections.

Action: Benches	By When:	By Whom:
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<ul style="list-style-type: none"> • Clerk to obtain cost estimate for hardwood benches. 	December	Clerk
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f) HCC Walking strategy.

The Council had no comments to submit to HCC on the proposed Walking Strategy for Hampshire.

180/15 COMMUNITY SERVICES.

a) Dog fouling.

The Clerk advised the Council of information provided by WCC on the cost of additional dog waste bins. The Council asked the Clerk to obtain 'dual bin' notices from WCC and Councillors agreed to consider a dog waste bin at the bottom of the path from the village to Owslebury Bottom.

Action:	By When:	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. 	December	Clerk

181/15 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	Method
PAYMENTS				
51	165.00	WCC	Dog waste collection April-June	C
52	315.93	M Cleary	Net Pay October	E
53	210.00	Post Office	PAYE for October	C
54	12.87	M Cleary	September expenses (postage £1.62; travel £11.25)	E
55	30.00	Steve Comley	Grass cutting play area	E
56	29.30	OPHMC	October hall hire	E
RECEIPTS				
	0.84	Lloyds business 30 day account	September interest	
	11.25	P Harrison	Use of basketball play area for October	

b) Preliminary assessment of outcome for 2015/16 and budget 2016/17.

The RFO commented on the anticipated outcome for 2015/16. He noted that most expenditure categories were likely to be under the full year budget. In particular, grass cutting, salary, grants and insurance were likely to be materially less than budget. However, he noted the Council would need to provide for replacement of playground equipment in the medium term. The RFO noted, in relation to the preliminary 2016/17 budget (Appendix 2), he hoped it would be possible to contain expenditure within the current level of precept and WCC council tax support grant, and also to provide for a further augmentation to the playground equipment reserve.

The Council noted the RFO's comments and agreed to reconsider the matter again at its January meeting, when the precept request for 2016/17 would be determined.

Action: Outcome for 2015/16 and budget 2016/17	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to bring forward latest estimate for 2015/16 and budget for 2016/17 	January	Clerk

c) Investment of reserve funds.

The RFO informed the Council that following a change in the Financial Services Compensation Scheme in July 2015, parish councils which invested in qualifying investments would now be included in the scheme (up to £75,000). The Council considered it would now be appropriate to look for investments which would give the Council a higher return than the minimal interest currently received on its deposit account with Lloyds Bank, and asked the Clerk to investigate further.

Action: Investment accounts.	By When:	By Whom:
<ul style="list-style-type: none"> • Clerk to research potential investment accounts (up to two year lock-in) 	December/January	Clerk

182/15 CLERK'S REPORT.

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

183/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

Councillors asked that grants (if any) for local organisations, subscriptions, and risk assessment be considered at its next meeting or early in the New Year.

184/15 DATE OF NEXT COUNCIL MEETING.

It was agreed the next Council meeting would be held on 14th December 2015 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 10pm.

Chairman...John Chapman.....Date: 14th December 2015

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

Primary school	By Whom:
<ul style="list-style-type: none"> • Cllr Tull to prepare sign for use by school. • Cllr Egerton to invite new head and/or Chair to attend an OPC meeting 	ME/Clerk

In-hand.

Action: Youth club.	By Whom:
<ul style="list-style-type: none"> • Councillors to consider possible successors including: <ul style="list-style-type: none"> • Councillor Martin re church youth leaders • Councillor Humby re Marwell Activity Centre • Councillor Egerton re school/parents. 	WM/RH/ME

To consider at future meeting

Action: Play Equipment	By Whom:
<ul style="list-style-type: none"> • Cllr Tull or others to complete certain non-urgent repairs on play equipment. 	Clerk/Cllr Tull

Action: SatNav directions/Whites Hill	By Whom:
<ul style="list-style-type: none"> • Clerk to write to Councillor Humby, WCC and SDNP requesting providers be asked to change route information.. 	Clerk

Already undertaken by WCC

Action: Monarchs Way	By Whom:
<ul style="list-style-type: none"> • Clerk to arrange for financial assistance for parishioners to acquire three loads of road plainings at no more than £500 and to seek grant monies for further £500. 	RH/Clerk

In-hand.

Action: Request to land a helicopter on Glebe field	By Whom:
<ul style="list-style-type: none"> • Parishioner to obtain further information and advise council by 31st January. 	Clerk

Action: Traffic management	By Whom:
<ul style="list-style-type: none"> • County and District Councillor Humby to consider options with HCC. 	RH

Action: SDNP draft Local Plan	By Whom:
<ul style="list-style-type: none"> • Clerk to write to SDNP re inclusion of Parish plan in SDNP's review of all parish plans in the Park 	Clerk

Completed

Action: Beech Grove kiosk	By Whom:
<ul style="list-style-type: none"> • Clerk to acquire box subject to door being replaced and equipment being removed. 	Clerk

BT has agreed to replace door, but timescale uncertain.

APPENDIX 2: RFO's COMMENTS ON PRELIMINARY OUTCOME 2015/16 AND DRAFT BUDGET 2016/17.

Preliminary outcome 2015/16

In short, the estimate suggests a significant surplus of £5,366 for 2015/16, against an original budget of £2,273. This is after substantial provisions for costs in the second half year. Indeed, it is probable the surplus will be greater than that indicated. However, it should be remembered the Council needs to make provision for the replacement of play equipment and it is proposed the surplus would be used to augment the Play Equipment Reserve.

Please note: the provisions for the second half year assume £2500 will be spent on community projects and £1,250 on tree pruning.

The main reasons for the higher than budgeted surplus include continuing containment over discretionary expenditure over a wide range of cost headings, but also:

- Lower salary costs than budgeted £503
- Lower insurance costs than budgeted £438
- Lower levels of grants than budgeted £700
- Lower grass cutting costs than budgeted £740

RFO's comments on budget for 2016/17.

The budget envisages a surplus of £3,218 on a standstill in the combined total of precept and WCC council tax grant.

The budget includes a modest increase in most cost categories over projected outcomes for 2015/16 (more or less equating to similar sums incorporated in the 2015/16 budget). The RFO/Clerk's salary cost is based on the employment contract provision for an annual increase in salary (in stages) up to SCP 29. For 2016/17 this means an increase from SCP24 to SCP 25, £11.545 per hour. However substantial additional costs are budgeted for:

- Insurance: increase of £438 over expected outcome for 2015/16 – this may be overly conservative but insurance rates are now strengthening after 3 or 4 years of decline;
- Grass keeping: increase of £1,000 over 2015/16 – again conservative but based on the tender rate from one of the companies concerned;

Please note the budget assumes a substantial reduction in community expenditure of £1,000. The provision of £2,000 in the budget appears adequate for the Council's purposes given the actual expenditure incurred in previous years.