

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
10th OCTOBER 2016
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

PRESENT.

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

IN ATTENDANCE.

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

One member of the public was present.

APOLOGIES FOR ABSENCE.

Parish Councillor Will Martin.
Parish Councillor Paul Bowes.
District and County Councillor Rob Humby.
District Councillor Amber Thacker.
District Councillor Laurence Ruffell.

151/16 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Tull noted his personal and prejudicial interest in land which may be suitable for affordable housing, having previously declared his pecuniary interest. Councillor Egerton disclosed his personal interest (as Treasurer) in matters affecting the Owslebury Sports Club, and his role as the Council's representative in relation to Owslebury Primary School. Councillor Phillips declared his personal interest (as a member of the Parochial Church Council) in matters affecting St. Andrew's Church.

152/16 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 12th September 2016, and the Council **Resolved** they were a true record.

153/16 PUBLIC QUESTIONS AND COMMENTS.

There were no public questions.

154/16 COUNTY AND DISTRICT COUNCILLORS REPORTS.

There were no reports from District or County councillors, although the Clerk noted Councillor Ruffell had assisted the Council on an Enforcement matter.

155/16 HAMPSHIRE DEVOLUTION.

Councillor Phillips updated the Council on his attendance at a recent HCC workshop for parishes on the options currently being considered for devolution of powers and services from central government to Hampshire. Councillors noted the discussions and reviews were on-going and the matter would be considered by the Council in due course.

156/16 PROPOSED BOUNDARIES FOR PARLIAMENTARY ELECTIONS.

The Council noted the proposals for changes to the boundaries of the Winchester, Test Valley and Meon Valley constituencies – Owslebury would be included in the Winchester constituency, whereas the neighbouring parishes of Twyford and Colden Common would be included in the Test Valley constituency.

157/16 POLICE & NEIGHBOURHOOD WATCH REPORT.

There was no Police report. The Clerk noted Councillor Bowes had circulated a report from the Neighbourhood Watch. He also noted PCSO Steven (Steve) Sharp was now responsible for policing Owslebury parish and would be attending a Council meeting early in the New Year.

158/16 PLANNING

a) Planning applications.

There were no planning applications for consideration at the meeting.

b) Planning decisions.

The Clerk reported the following application had been approved by SDNP:

SDNP/16/03622/FUL	Moris Farm, Hurst Lane, Owslebury.
Proposal:	Change of use from Agricultural/Grazing to Equestrian. Development of stable building consisting of 5 stables, hay barn, tack room and wash bay. Development of 20x40m sand menage (Revised siting 24/08/16)
Outcome	Approved

c) Enforcement matters.

The Clerk noted that with District Councillor Ruffell's assistance he had received a progress report on Woodland View stables, and would circulate the report to councillors.

d) Eastleigh Local Plan.

The Chairman and Councillor Phillips (who had attended a public meeting at Upham) updated the Council on recent developments in the campaign by local councils and residents to persuade Eastleigh Borough Council not to adopt options B or C of the proposed plan – such options involving some 6,000+ new homes, with attendant additional traffic, in areas near to Upham and Owslebury. The Chairman commented on the discussion he and the Clerk had had with County Councillor Humby on traffic related matters. In particular he noted HCC would need to approve traffic management plans before developments could receive planning approval. This would include consideration of the proposed new roads to alleviate congestion. The cost of the roads would be financed in large part by the developers through the use of S106 provisions. However until Eastleigh council was in a position to put forward its plans, HCC could not undertake any detailed appraisals of traffic management issues. Councillors noted their continuing concern as to the timescales involved. Substantial housing development was already taking place in the area and would result in additional traffic, before the new roads were planned, approved and built. Furthermore the focus of concern appeared to be on western and southern routes, rather than on the additional traffic which would be travelling north - some of which would most probably use Owslebury as a cut-through to Winchester/M3.

The Chairman noted he would be meeting with certain Upham councillors shortly to discuss matters of common concern, and would report back to the Council in due course.

e) Affordable housing.

At the Chairman's request, the Clerk summarised the background to the decision the Council would need to consider on affordable housing:

- during the consultation with parishioners as part of the preparation of the Parish Plan in 2014, there was strong support for additional affordable housing, and it was included in the Plan as an objective for the Council to achieve;
- the questionnaire on the need for affordable housing in the parish sent by ActionHants in April/May 2016 had shown overwhelming support for additional homes from the c30% who responded to the survey. On the basis of the survey and information from WCC on residents on the waiting list for affordable homes, ActionHants recommended ten new affordable homes;
- presentations has been made to the Council by two advisers/developers: Action Hants, a charity working with a housing association, and Footsteps Limited, a commercial developer – both had worked with WCC and other authorities in providing affordable homes;
- the Council had determined at its September meeting that prior to making a decision on affordable housing, it would wish to establish if sites would be made available;
- requests for landowners to come forward with potential sites were made on the Owslebury Information Service, the Owslebury Newsletter and on the Notice Board outside the parish hall;
- two sites had been put forward – both owned by, or associated with, Councillor Tull.

Councillors considered that on the basis of the ActionHants report there was a demand for new affordable housing in the parish, and at least two sites had been put forward for consideration. Following the debate the Council unanimously **Resolved** (proposed by the Chairman and seconded by Councillor Egerton) that the Council support the building of ten new affordable homes in the parish.

Councillors noted it may be appropriate at some stage for those who wished to apply for affordable housing to appoint a representative whom the Council could consult as and when necessary. The matter was deferred for further consideration.

f) **Rural exception sites.**

In the light of his personal and prejudicial interest in the two sites put forward for consideration, Councillor Tull left the room during the debate.

Councillors noted new sites may be put forward by other landowners during the next stages of the process. Landowners were free to do so and to appoint their own developers/advisers. However, whilst there was no restriction on landowners putting forward other sites in the early stage of the process, once planning permission had been granted for ten affordable homes on a specific site, the Council would be most unlikely to support any new applications for affordable homes or exception sites in the village. Negotiations about price would not be a matter for the Council. Developers would need to consult with SDNP and WCC as part of the planning process, and in due course planning applications would be made in the usual way. Whilst the Council's interest was in the building of affordable homes, it was noted developers may put forward plans for mixed developments of affordable and market rate homes. This would be a matter for the landowner, developer and the planning authority; the Council's interest was however in affordable homes. Any other proposed developments would need to be assessed on their impact on the village and the planning policies in force.

Councillors considered the two sites put forward – near to The Ship Inn and at the corner of Longwood road and Owslebury Bottom. Both sites had positive and negative aspects in terms position in the village, entry points and ease of access to the road network. It was noted the site near to The Ship Inn would most probably involve a new entrance near to the bus stop and the land involved was owned by HCC. The Council would wish to be kept closely informed of discussions with HCC on this matter.

Following the debate the Council unanimously **Resolved** it had no objection to either site being put forward for detailed appraisal.

Councillor Tull returned to the room and was informed of the Council's decision. He offered to keep the Council fully informed of discussions with developers most notably the scale, property mix (if any), plans and designs. The Chairman thanked him for his offer and Councillor Tull and the Chairman asked the Clerk to draw-up a memorandum of understanding.

The Council agreed that given the importance of the decisions they had reached, the Chairman would issue an information note on the Owslebury Information Service and Owslebury Newsletter. It was noted this may in turn bring forward other sites for consideration.

Action: Affordable housing.	By Whom:
<ul style="list-style-type: none"> • Clerk to draft memorandum of understanding in relation to current proposed sites and agree with Councillor Tull and Chairman; • Chairman to issue information note on OIS and Newsletter; • Consideration to be given for those seeking affordable homes to have a representative with whom the Council could consult. 	Clerk/JC/ GT

g) **Relationship with South Downs National Park Authority (SDNPA).**

The Clerk noted the questionnaire from SDNPA and the Council agreed the Chairman and Clerk should respond to SDNPA on the Council's behalf, after first giving councillors the opportunity to comment on the matters raised in the questionnaire.

Action: SDNPA questionnaire.	By Whom:
<ul style="list-style-type: none"> • Clerk to circulate questionnaire for comment; Chair and Clerk to complete on Council's behalf. 	Clerk

159/16 HIGHWAYS.

a) **Traffic management.**

The Chairman and the Clerk updated the Council on their recent meeting with County Councillor Humby on traffic management matters. Andy Smith (Traffic Management) was present for part of the meeting. After expressing the need for closer liaison between the Council and HCC, Councillor Humby noted HCC had to work within reducing budgets over the next few years. This meant that it necessarily had to concentrate its resources on accident black spots – and Owslebury did not fall into that category. Accordingly HCC would not be able to fund traffic management measures in Owslebury. However, a policy was in the final stages

of preparation and could allow parishes to fund certain traffic management measures, provided the scheme, design and installation were all approved by HCC. The Council had already expressed its desire to be included on the list of interested parishes.

Councillors expressed their continuing concern about the volume of traffic using the village as a cut-through. The prospect of thousands of new homes in the vicinity of the parish would only add to the problem. Councillors felt strongly the Council needed to consider steps to protect the village as best it could. The Council would await the new policy to be put forward by HCC and consider the feasibility and cost of traffic management measures it could introduce. The Council would seek the support of the school and parents for appropriate measures, and the Chairman agreed to write to parishioners updating them with the Council's discussions, including the possible options, and seek their views on the matter.

Action: Traffic management.	By Whom:
<ul style="list-style-type: none"> • Council to consider feasibility and cost of actions it could take under proposed new HCC policy. • Councillor Egerton to discuss with school governors and seek their support. • Chairman to write to parents and to parishioners. 	ME/JC/ Clerk

b) Cyclists.

Councillors noted the increasing problem of reckless cyclists travelling too fast down narrow lanes and hills such as Whites Hill. Whilst there was little the Council could do about the matter, councillors were fearful an 'accident was waiting to happen'. The Council agreed the Clerk should write to local cycling clubs advising them of the problem and seeking their help, seek the advice of HCC and to consider appropriate signage at the main trouble spots, most notably Whites Hill.

Action: Cyclists.	By Whom:
<ul style="list-style-type: none"> • Clerk to write to local cycling clubs; • Clerk to seek views of HCC; • Clerk to consider signage. 	Clerk

c) Accidents

Councillors noted there had been two serious accidents in recent weeks: one at the Longwood cross roads and the other at the Hurst lane/Portsmouth road junction. It was agreed the Clerk would make further enquiries of the Police as to the cause of the accidents.

Action: Accidents.	By Whom:
<ul style="list-style-type: none"> • Clerk to make further enquiries re Longwood and Hurst lane accidents. 	Clerk

160/16 RIGHTS OF WAY.

a) Rights of Way requiring improvement.

The Clerk updated the Council on his recent discussion with Dr Martin Wilkie of Marwell Wildlife as to the Park's plans for improving rights of way around the Park. The Council supported the Park's proposed work programme and felt the Council may be able to assist with other paths. The Council agreed the Chairman and Clerk should seek a meeting with Dr Wilkie or other representatives of the Park.

Action: Marwell ROW	By Whom:
<ul style="list-style-type: none"> • Chairman and Clerk to meet with Marwell Wildlife Park to discuss improvements to ROW. 	Clerk

b) HCC cutting programme.

The Council noted the cutting programme for 2016 had been completed. Councillor Tull was keen to include a different set of routes for the 2017 cutting programme. The Clerk noted HCC would be asking for parish council recommendations early in the New Year.

Action: Cutting programme for 2017.	By Whom:
<ul style="list-style-type: none"> • Councillor Tull to identify proposed routes to be included in the cutting programme. 	GT/Clerk

c) Gate on Glebe field.

The Clerk noted he had received a report the gate post had rotted away. The Council asked the Clerk to ascertain the extent and cost of repair.

Action: Gate on Glebe field.	By Whom:
<ul style="list-style-type: none"> • Clerk to make further enquires. 	Clerk

161/16 OPEN SPACES.

Recreation Ground.

Councillor Egerton noted the recently replaced window in the cricket pavilion had been broken yet again. Steps would be taken to repair the window and the Club may possibly take other measures to protect the pavilion.

Councillor Tull commented that he hoped to clear the plainings temporarily stored on the car park by early/mid November 2016. At the same time he intended to install 'dragon's teeth' so as to prevent cars mounting the bank.

162/16 COMMUNITY SERVICES.

a) **Beech Grove kiosk.**

The Clerk noted the agreement with a parishioner for the use of the kiosk as a herb garden for a trial period. The parishioner intended to develop a herb garden from next Spring. The herbs would be for community use and he would, in due course, submit plans to the Clerk for approval.

The Clerk noted the proposed terms (set out in Appendix 1) and councillors had no additional points they wish to be included.

The Council noted the kiosk required refurbishment. The Clerk commented he had received a quote from a parishioner which compared favourably to indicative quotes he had received from third parties. The Council unanimously **Resolved** to approve expenditure of up to £150 for labour costs and up to £50 for the specialist paint require for the kiosk.

b) **Car parking arrangements.**

The Council noted that in order to alleviate car parking issues when a major event was taking place at the parish hall the Glebe field would be used as over-flow parking, subject to the PCC's agreement and to the terms of use set by the Clerk.

163/16 FINANCE, ADMINISTRATION AND STATUTORY.

a) **Local Government Finance Settlement proposal 2016/17.**

The Council noted the consultative paper set out new proposals for the funding of local government including the possible extension of referenda, initially to larger parish councils, but in time to all parish councils. The Council considered the cost of holding a referendum would be significant and unnecessary. The Council asked the Clerk to submit a response to the proposals set out in the paper.

Action: Local Government Finance.	By Whom:
• Clerk to submit a response on behalf of the Council	Clerk

b) **Payments and receipts.**

The Council approved the following payments and authorised the Chairman and Councillor Phillips to authorise electronic payments as necessary:

Voucher	Amount (£)	Payee	Purpose	
PAYMENTS				
51	44.99	M. Cleary	Paint for phone box (VAT £7.50)	Electronic
52	20.00	John Chapman	Quarterly Chairman's allowance.	Electronic
53	291.29	M Cleary	September net pay.	Electronic
54	193.60	HMRC	September PAYE	Electronic
55	68.20	M Cleary	Expenses (£5.40 travel; £0.60 postage; £31.25 1/4ly home working allowance; £15.40 1/4ly phone rental; £15.55 1/4ly broadband)	Electronic
56	290.00	S Comley	September grass keeping	Electronic
57	21.00	OPHMC	September hall hire	Electronic
58	140.00	M Cleary	Reimbursement of payment in cash to J Parsons re painting of phone kiosk	Electronic

The Council noted the following receipts:

Amount (£)	Payer	Purpose	
27.50	P Harrison	Use of play area for September	Electronic
0.04	Lloyds	Interest	Electronic
10,900.00	WCC	Precept	Electronic
537.37	WCC	Support grant	Electronic

c) Financial result six months ended 30th September 2016.

The Council noted the RFO's summary of the financial results for the first half year, and the RFO's comments thereon. In broad terms the Council remained within the phased budget (Appendix 2)

164/16 CLERK'S REPORT.

The Clerk summarised the progress made on matters determined by Council at previous meetings (Appendix 3).

165/16 ADHERENCE TO CODE OF CONDUCT.

There were no matters the Chairman wished to bring to the Council's attention.

166/16 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no special matters Councillors wished to discuss at a future meeting apart from traffic calming.

167/16 DATE OF NEXT COUNCIL MEETING.

It was agreed the next Council meeting would be held on 7th (subsequently changed to 15th) November 2016 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 9.15pm

Chairman ...John Chapman.....Date: 15th November 2016

APPENDIX 1: BEECH GROVE KIOSK: TERMS OF USE.

This agreement dated xx is between xxx (the Parishioner) and Owslebury Parish Council (the Council) in connection with the former telephone kiosk (the Kiosk) in Beech Grove, Owslebury.

1. The Parishioner acknowledges the Kiosk is the property of the Council;
2. the Council undertakes to insure the Kiosk as part of its property estate;
3. the Council authorises the Parishioner to use the Kiosk as a herb garden for community use until further notice, such community use being the consideration for the use of the Kiosk. The Parishioner will not impose charges on the community for the sale of herbs from the Kiosk without the prior approval of the Parish Clerk;
4. the Parishioner will keep the Parish Clerk informed of his plans and such plans and related actions (including the installation of any shelving or other equipment, or modifications to the Kiosk) will be subject to a risk review undertaken by the Parish Clerk;
5. the Parishioner undertakes not to grow any harmful or illegal plants in the Kiosk;
6. this agreement can be terminated by the Parishioner or the Council at any time on the giving of one month's notice to the other party. In the event of termination, the Parishioner agrees to remove all of his property from the Kiosk and to ensure it is handed over in a clean state.

APPENDIX 2: FINANCIAL STATEMENT 6 MOTHS ENDED 30TH SEPTEMBER 2016.

	<u>ACTUAL</u>	<u>Phased budget</u>	
		<u>Q2</u>	-
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Opening Balance 1st April 2016</u>	<u>51749</u>	<u>51749</u>	<u>0</u>
<u>Receipts</u>			
Precept& CT grant	<u>22875</u>	22875	0
Other Receipts			
General grants & donations	33	0	33
Ring fenced: Xmas grants & donations	0	0	0
Ring fenced: other grants and donations	782	0	782
Playing Field - Sports Clubs	378	500	-122
Substation Rent	100	100	0
Play area income	133	0	133
Interest	0	4	-4
VAT Refund	0	75	-75
Asset sales	175	0	175
Total	<u>1601</u>		
Total Receipts	<u>24476</u>	23554	922
<u>Payments</u>			
<u>Staff</u>			
<u>Costs:</u>			
Clerks net salary	1784	2120	336
PAYE	1187	1414	227
Total	<u>2971</u>	<u>3534</u>	<u>563</u>
Other Payments:			
Administrative Expenses:			
Postage	14	16	2
Photocopying	3	15	12
Stationary	40	80	40
Telephone/Internet	62	62	0
Travel	23	50	27
Home Working	63	62	-1
Total	<u>204</u>	<u>285</u>	<u>81</u>
Chair's Expenses	40	40	0
Councillors Expenses	0	26	26
Meeting Room	195	276	81
Subscriptions	349	500	151
Insurance	1008	1200	192
Green Keeping	2190	2250	60
Dog Waste Bins	165	165	0
Website	129	150	21
Training	0	126	126
Audit Charges	295	450	155
Office Equipment	0	0	0
General Maintenance	366	376	10
Play area costs	591	300	-291
Street lighting	207	230	23
Section 137	125	0	-125
Community Projects - General	1200	1000	-200
Election costs	0	0	0
Christmas Lights	0		0

Minutes of the Owslebury Parish Council Meeting Held on Monday 10th October 2016

VAT Paid	707		100	-607	Note 8.
Publications	79		30	-49	
Election costs	0		0	0	
Tree pruning	950		1000	50	
Traffic man. Advice	850		0	-850	Note 9.
Total	9444	9444	8219	-1225	
Total Payments			12619	12038	-581
Net surplus/(deficit) for period			11857	11516	341
Closing Balance 31st March 2017			63606	63265	341

Notes

- | | |
|---------------------|--|
| 1. Grants | Grant for Monarchs Way |
| 2. Play area income | Penni Harrison use of play area |
| 3. Asset sales | Sale of mower to E Harfield |
| 4. Salary | Lower hours but may reverse in second half year |
| 5. Insurance | Rates likely to increase in 2016/17 |
| 6. Play area costs | Repairs to matting. Shd be within budget by year end |
| 7. Community assets | Plainings for Monarchs Way |
| 8. VAT paid | Mainly on plaining - shd be recoverable |
| 9. Traffic advice | Fee for consultant. |

APPENDIX 3: CLERK'S REPORT

Action: Recreation Ground	By Whom:
<ul style="list-style-type: none"> Dragon's teeth to be installed on bank at Recreation Ground. <p><u>Temporary measures taken pending installation of teeth</u></p>	PP/GT
Action: Enforcement.	By Whom:
<ul style="list-style-type: none"> Clerk to make further enquires re <ul style="list-style-type: none"> Woodland View Stables and continued residential use; Land opposite Magnolia (possible residential use and fence). <p><u>In hand- awaiting response from Enforcement</u></p>	Clerk
Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> Clerk to review boundaries; <p><u>In hand – search arranged and maps being reviewed.</u></p>	Clerk
Action: BW 25/ROW near to Whiteflood Cottages	By Whom:
<ul style="list-style-type: none"> Councillor Page and the Clerk to discuss further and report back to Council. Clerk to inspect right of way near to Whiteflood cottages and report back to Council. <p><u>In-hand</u></p>	Clerk
Action: CCTV	By Whom:
<ul style="list-style-type: none"> Clerk to discuss with WCC and arrange, if necessary, for CCTV and signage up to £300. <p><u>In-hand</u></p>	Clerk
Action: Benches.	By Whom:
<ul style="list-style-type: none"> Councillor Tull to make enquiries about costs for three seater benches from a local supplier, and to advise the Clerk accordingly. <p><u>In-hand</u></p>	Councillor Tull
Action: Bank tree	By Whom:
<ul style="list-style-type: none"> Clerk to acquire hosepipe – maximum price £15. <p><u>In-hand</u></p>	Clerk