

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
14th SEPTEMBER 2015  
COMMENCING AT 7.30PM IN OWSLEBURY PARISH HALL**

**PRESENT**

Parish Councillor John Chapman (in the Chair).

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

**IN ATTENDANCE**

District Councillor Laurence Ruffell (left after item 138/15(a))

Dr Martin Wilkie, Conservation Biologist Marwell Wildlife Park (left after item 134/15).  
Clerk and Responsible Financial Officer (RFO): Michael Cleary.

7 member of the public were present (left at varying times).

**APOLOGIES FOR ABSENCE.**

Parish Councillor Sally Tattersall.

County and District Councillor Rob Humby

**132/15 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillors Martin and Phillips declared their personal interests (as members of their respective Parochial Church Councils) in matters affecting Morestead and St. Andrews churches respectively. Councillor Martin declared his personal interest (as a neighbour) in the planning applications for Alpaca Meadow (appeal) and for Mares Lane Bungalow. Councillor Phillips declared his personal interest (as a resident) in matters affecting Pitcot Lane. Councillor Egerton declared a personal interest (as Treasurer) in matters affecting the Sports Club. The Clerk volunteered his personal interest (as a neighbour) in the planning application (appeal) for Alpaca Meadow.

**133/15 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETINGS.**

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 13<sup>th</sup> July, 23<sup>rd</sup> July and 20<sup>th</sup> August, and the Council unanimously **Resolved** they were a true record.

**134/15 PRESENTATION ON FLORA AND RIGHTS OF WAY DEVELOPMENT AROUND MARWELL WILDLIFE PARK.**

Dr Martin Wilkie (Conservation Biologist, Marwell Wildlife Park) outlined the current actions and future plans of Marwell Wildlife Park in nurturing and developing the flora and wildlife in the Park, and in refurbishing some of the paths and rights of way around the Park. He noted it is a slow and sensitive process and involved partner organisations such as HCC, SDNP and Hampshire Wildlife Trust. The Park had applied for second stage funding for the projects. He thanked the Council for its support in relation to the first round funding and hoped to continue to work with the Council in the subsequent stages of the projects. He responded to questions from Councillors, and noted the Park is keen to work with the Council. The Chairman thanked Dr Wilkie for his presentation and commented the Council would be keen to support the Park's plans. He asked that Dr Wilkie periodically keep the Council informed of progress, and asked the Clerk to liaise with Dr Wilkie as to the use of the Council's website or email distribution list to assist the Park with the recruitment of volunteers, such as for monitoring bird or other wild life movements.

**135/15 PUBLIC QUESTIONS AND COMMENTS.**

**a) Planning applications.**

The agent for the owners of Mares Lane Bungalow offered to respond to any questions from Councillors on the planning application.

A parishioner noted his concerns about the proposed temporary home on Alpaca Meadow and felt that if the appeal against the refusal of SDNP to allow planning permission were to be successful for the siting of a home on an unspoilt landscape, it would set an unfortunate precedent.

District Councillor Ruffell noted the planning application for Hangar Nurseries (which County and District Councillor Humby owned (WCC 15/01543/FUL)) would shortly be considered by the Planning Committee (in accordance with usual practice in such situations).

**b) Other agenda items.**

Two parishioners commented on the continuing problem of noise from unauthorised users of the basketball hardstanding in the play area. Whilst it was no longer occurring in the late evening, teenagers are still using the facility during day time hours; the play area is only for use by children under 12. Noise continued to be a problem. Councillors noted that it may be possible to use part of the hardstanding at the Recreation Ground for basketball. However there may be safety issues involved and a risk assessment would be required. Councillors agreed that parishioners should be consulted on the issue and asked the Clerk to arrange for the necessary communication and for the matter to be reconsidered at a future meeting.

|  |          |          |
|--|----------|----------|
| Action: Basketball   | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to arrange for parishioners to be consulted on proposed change to basketball location.</li> </ul> | October  | Clerk    |

**136/15 COUNTY AND DISTRICT COUNCILLORS REPORT.**

District Councillor Ruffell offered County and District Councillor Humby’s apologies for non-attendance as he was required to attend a WCC Overview and Scrutiny meeting. District Councillor Ruffell commented on a number of matters including:

- the proposed development of some 3,500 homes at Whitely – the application had been deferred to allow for further consideration/proposals in relation to traffic management issues arising from the proposed developments;
- the housing team at WCC were currently considering how to help asylum seekers from the turmoil in the Middle East;
- the Council Tax reduction scheme for 2016/17 had been withdrawn following the changes made by the Government to welfare benefits. Proposed changes to the scheme could be found on the WCC website, and parishioners have an opportunity to comment during the consultative period from 1<sup>st</sup> September – 31<sup>st</sup> October.

**137/15 POLICE REPORT.**

There was no Police report. The Clerk noted the Police UK website recorded 2 recent incidents: vehicle crime on or around the Glebe field and an assault on Whites Hill.

**138/15 PLANNING.**

**a) Planning Applications.**

|                     |   |
|---------------------|---|
| SDNP 15/04322/HOUS  | Mares Lane Bungalow, Hensting Lane, Owslebury   |
| Proposal:           | Demolish existing garage and store and erection of garages and car ports and large vehicle store. |
| Closing date (OPC): | 30/09/15  |

The Council had no objections or concerns to bring to the Planning Officer’s attention and unanimously **Resolved** not to comment on the application.

|                     |   |
|---------------------|---|
| SDNP 15/04168/FUL   | Upper Baybridge Farm, Baybridge Farm Road, Owslebury  |
| Proposal:           | Change of use of existing barn to ancillary residential accommodation for Upper Baybridge Farm. |
| Closing date (OPC): | 01/10/15  |

The Council had no concerns about the application other than the need for SDNP to have an independent assessment of the measures to be taken to protect wildlife. With the permission of the Chairman, one of the applicants advised the Council on the importance the family attached to wildlife protection and the measures (over and above those strictly required by their expert’s assessment) they had taken to nurture as well as protect wildlife. However she understood the Council’s concern about wildlife protection and the need for independent assessment.

The Council unanimously **Resolved** that whilst it welcomed the attention given by the owners to wildlife protection and had no objection to the application, it should recommend the Planning Officer pay close attention to the proposed protection measures, seek independent assessments if considered necessary and ensure adequate monitoring arrangements are put in place.

The Council noted the owner of Alpaca Meadow had appealed against SDNP’s refusal to permit his planning application in relation to Alpaca Meadow:

|                              |   |
|------------------------------|---|
| SDNP 14/02024/FUL            | Alpaca Meadow, Hensting Lane  |
| APPEAL against SDNP refusal: | Change of use of land for siting of temporary mobile home for occupation by an agricultural worker. |
| Closing date (OPC):          | 18/09/15  |

The Council considered the reasons for its strong objection to the original application remained valid, notwithstanding the additional representations submitted to the appeal inspector. The Council unanimously **Resolved** to reiterate to the appeal inspector its objections to the application, and request SDNP to vigorously defend their decision to refuse permission for the application. The Council further **Resolved** to attend the hearing, if permitted by the inspector, and to make an oral representation. The Council also noted the appellant’s failure to comply with the Landscape Officer’s requirement that a hardboard fence damaging a hedge be removed from the site with immediate effect, and apparently would only so do if the appeal is successful.

**b) Planning Decisions**

The Council noted there had been no new planning decisions by SDNP or WCC since the last meeting on 20<sup>th</sup> August.

**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 – Enforcement were continuing to assess compliance with planning decisions. In relation to Woodland View Stables, Councillors noted that noise continued to be a problem and some concerns were expressed in relation to animal welfare. The Council agreed to continue to monitor the position and if necessary bring its concerns to the attention of the Enforcement officer.

**d) Planning Applications outstanding.**

Councillors noted the list of planning applications where decisions are awaited.

**e) SDNP local plan and community infrastructure levy.**

The Chairman noted the importance of the draft Plan to future developments in the Parish. The Clerk was asked to obtain and circulate a copy and that the matter be included on the agenda for the October meeting.

| Action: SDNP draft Local Plan   | By When: | By Whom: |
|---|----------|----------|
| <ul style="list-style-type: none"> <li>Clerk to obtain and circulate a copy of the Plan and to include agenda for October meeting.</li> </ul> | October  | Clerk    |

**139/15 HIGHWAYS.**

**a) Traffic management.**

Councillors again noted their dissatisfaction with the responses of HCC Traffic Management to the issues faced by the Parish. The Chairman noted a meeting would be arranged with County and District Councillor Humby to ensure he was aware of the Council’s strong concerns, not only of the underlying issues but also of the, what it considered to be, lack lustre response from HCC. The Council would return to the matter at a future meeting.

| Action: Traffic management  | By When: | By Whom: |
|---|----------|----------|
| <ul style="list-style-type: none"> <li>Clerk to arrange meeting with County Councillor Humby to consider HCC response.</li> </ul> | October  | Clerk    |

**b) Quiet Lanes.**

The Clerk noted a meeting to consider the implementation of the Quiet Lanes project would be arranged shortly by HCC.

**c) Flood mitigation.**

Councillors were not aware of any new flood mitigation issues. The Clerk noted Hampshire Highways would be completing the work shortly on flood mitigation measures in Owslebury Bottom and would ascertain the scale of the work to be undertaken.

| Action: Flood mitigation: Owslebury Bottom   | By When: | By Whom: |
|--|----------|----------|
| <ul style="list-style-type: none"> <li>Clerk to ascertain scale of proposed work.</li> </ul> | ASAP     | Clerk    |

**d) HCC transport obligations to rural villages.**

The Clerk updated the Council on the complaint made by a parishioner to HCC on the lack of public transport services in the village, most notably for teenagers obliged to attend college. The Clerk noted HCC had considered the complaint but felt that in relation to college age students it had no statutory obligation to provide transport services (other than to review the provision of such services). The Council empathised with the parishioner. The Council unanimously **Resolved** to confirm publicly not only its support for the parishioner but also the need for HCC to discharge its obligation to ensure the needs of rural villages, notably in relation to the statutory requirement for teenagers to attend college, be addressed effectively.

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| Action: Public transport/ college age students  | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Council to bring its concerns to the attention of HCC and the public.</li> </ul> | October  | Clerk    |

**140/15 RIGHTS OF WAY.**

**a) Pitcot Lane/Monarchs Way**

The Clerk updated the Council on developments since the Council’s last discussion in July (Minute 109/15). He reminded the Council that part of the drainage issues was due to water flowing from the Main Road and down the lane, due to lack of adequate drainage in Main Road. A meeting some two years ago with Hampshire Highways had endeavoured to find a practical solution, and at the same time to improve the right of way (Monarchs Way). This involved, in essence, parishioners undertaking work at their own expense and Hampshire Highways assisting by supplying certain material, notably plainings.

There was serious disagreement as to the outcome of a private discussion between a parishioner and Hampshire Highways. The parishioner (a resident of many years standing) had understood that some 12 loads of plaining would be provided over two financial years, but only three had been delivered. The individual involved at Hampshire Highways had no recollection of such a commitment, and had now ‘moved on’.

Following a further on-site meeting with Hampshire Highways (attended by the Clerk and Councillor Tull), Hampshire Highways had confirmed in writing that it would not supply any further material for the project. During the course of the discussion with Hampshire Highways they had indicated that Pitcot Lane/Monarchs Way is not a priority route and that in relation to the right of way, the matter was not within the remit of Hampshire Highways.

The Clerk reminded the Council it had agreed to fund three further loads of plainings, or up to £500 to help with completion of the project, given the importance of the right of way to parishioners, if not HCC.

After debate, the Council unanimously **Resolved** to

- inform HCC that Monarchs way is seen as an important route locally and should receive commensurate attention by the Countryside Department;
- ask SDNP for support in promoting Monarchs Way as an important, historic, route;
- advise parishioners that the improvements to Monarchs Way is being undertaken by parishioners largely at their own expense with insufficient help from HCC to ensure the right of way is of the standard the parish would want.

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| Action: Monarchs Way  | By When:             | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to write to HCC and SDNP and issue notice;</li> <li>Clerk to arrange for financial assistance for parishioners to acquire three loads of road plainings at no more than £500.</li> </ul> | October/<br>November | RH/Clerk |

**141/15 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

**a) Request to land a helicopter on the Glebe field.**

The Clerk noted a request had been made for permission to land a helicopter on the Glebe field in May 2016 in relation to a wedding. The Council was sceptical as to whether it would be practical for a helicopter to land in the field given the nearby trees, power lines and property. However, on the understanding that the Church would not object to the request, the Council had no objection subject to its review of the risk assessment by the owners of the helicopter and appropriate approval by the CAA, such information being made available by 31<sup>st</sup> January 2016 at the latest.

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| Action: Request to land a helicopter on Glebe field  | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to advise parishioner of conditions precedent to consent</li> </ul> | October  | Clerk    |

**b) Dog waste.**

The Council noted the growing issue of dog waste in the centre of the village and in open spaces, including in the burial ground. The Council asked the Clerk to consider additional signage in the village and unanimously **Resolved** to request again dog owners to act responsibly in this matter, to use peer pressure to ensure other dog owners do so as well, and to report to the Clerk those owner who appear to be part of the problem. The Council very much regretted that given the extent of the problem, it may need to adopt a ‘name and shame’ approach - something it very much hoped could be avoided.

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| Action: Dog waste  | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to consider additional signage and to issue notices in newsletter and OIS.</li> </ul> | October  | Clerk    |

**c) Interim audit of play area.**

The Council unanimously authorised the Clerk to incur expenditure of up to £100 for the interim audit of the play area.

**142/15 COMMUNITY SERVICES.**

a) **Phone kiosk- Beech Grove.**

The Clerk noted he had advised BT the Council would be prepared to acquire the kiosk in Beech Grove provided the door is replaced. However, the Council had not received any firm proposals from parishioners – following requests by the Council – as to the use of the kiosk, other than one proposal to use it for growing herbs. Councillors recognised the kiosk was a ‘feature’ in the village and could simply be kept as that. After discussion the Council unanimously **Resolved** to authorise the Clerk to acquire the kiosk for £1 (as suggested by BT) subject to the door being replaced by BT. The Council also **Resolved** to advise parishioners that in the event no use could be found for the box acceptable to the Council, it reserved the right to sell the kiosk.

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| Action: Beech Grove kiosk  | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to acquire box subject to door being preplace and to invite parishioners to submit detailed proposals for using the box.</li> </ul> | August   | Clerk    |

b) **Community Assets.**

The Clerk noted a recent exchange of information with WCC on the proposed designation of St. Andrews and Morestead Churches as community assets. WCC are considering the request and a decision is expected shortly.

**143/15 NALC DISCUSSIONS WITH GOVERNMENT.**

The Council noted the issues under consideration and determined not to submit any comments at this stage.

**144/15 POLICE FUNDING.**

The Clerk noted the request by Government for comments on the changes in the basis for Police funding. Councillors noted the significant concerns expressed by the Hampshire Police that the change would mean even less financial resources for rural areas. The Council asked the Clerk to respond to the consultation request on its behalf and to express its firm opposition to any change in funding arrangements which would disadvantage rural areas.

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| Action: Police funding   | By When: | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to complete consultation questionnaire and to note Council’s opposition to proposed changes.</li> </ul> | October  | Clerk    |

**145/15 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

a) **Website**

The Clerk noted the renewal of the annual hosting charges (1&1 Internet Limited- £100.66) and the Akismet security annual subscription (£37.73) had had to be paid by debit card – which the Clerk had done. The Council unanimously **Resolved** the Clerk should be reimbursed for the expenditure.

b) **Payments and receipts**

Councillors unanimously **Resolved** to note receipts since the last Council meeting and to approve the following payments:

| Voucher         | Amount (£) | Payee               | Purpose  |
|-----------------|------------|---------------------|--|
| <b>PAYMENTS</b> |            |                     |  |
| 26              | 268.80     | M.Cleary            | Clerk’s net pay for July   |
| 27*             | 178.80     | Post Office Limited | PAYE for July  |
| 28              | 8.73       | M.Cleary            | Expenses for July (postage, £3.78; travel £4.95).                                    |
| 29*             | 40.00      | HALC                | Training course  |
| 30*             | 29.30      | OPHMC               | July hall hire   |
| 31              | 100.66     | M.Cleary            | Reimbursement for payment of 1&1 ltd website hosting fee for 2015/16 (within budget) |
| 32*             | 176.81     | G. Vince            | Refurbishment of parish hall and Glebe notice boards.                                |
| 33              | 75.10      | WCC                 | Share of election costs for 2015 election  |
| 34              | 37.73      | M.Cleary            | Reimbursement for payment of Akismet website security fee 2015/16 (within budget)    |
| 35              | 103.00     | SLCC                | Annual subscription 2015/16 (within budget)  |
| 36              | 268.80     | M.Cleary            | Clerk’s net pay for August   |
| 37              | 178.80     | Post Office Limited | PAYE for August  |
| 38              | 14.38      | M.Cleary            | Expenses for August (photocopying £3.76; postage £4.32; travel £6.30)                |
| 39              | 160.00     | Hedge Sparrow       | Grass cutting July & August  |

|                 |        |                                |  |
|-----------------|--------|--------------------------------|--|
| 40              | 16.10  | OPHMC                          | OPC meeting in August                                      |
| <b>RECEIPTS</b> |        |                                |  |
|                 | 15.00  | P Harrison                     | Use of basketball play area in July                        |
|                 | 0.84   | Lloyds business 30 day account | July interest  |
|                 | 164.34 | Owslebury Sports Club          | Sports Club contribution towards 2015/16 insurance premium |
|                 | 22.50  | P Harrison                     | Use of basketball play area for August                     |
|                 | 0.89   | Lloyds business 30 day account | August interest  |

*\*Note: payment in italics already approved by Council at special meetings in July and August – as could not be differed until the September routine council meeting - but included in table for completeness.*

c) **Internet banking.**

The Council had previously discussed the introduction of internet banking (Minute 94/15) for non-transactional banking. Having considered the terms and security arrangements for internet banking and the practices adopted by other Councils, the Council unanimously **Resolved** to extend internet banking to transactional payments as well. Accordingly the Council unanimously **Resolved**:

- to amend the Financial Regulations to incorporate the provisions set out in Appendix 1;
- to require the RFO and two Councillors to approve all payments made through internet banking;
- to approve the RFO and Councillors Chapman, Phillips and Martin as signatories for internet banking.

**146/15 CLERK'S REPORT.**

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

**147/15 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

There were no matters put forward for the Council's next meeting, apart from consideration of the draft SDNP local plan.

**148/15 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held on 12<sup>th</sup> October 2015 commencing at 7.30pm in the Committee Room.

The meeting closed shortly before 9.45pm.

Chairman...John Chapman.....Date: 12<sup>th</sup> October 2015

**APPENDIX 1 AMENDMENT TO FINANCIAL REGULATIONS**

Insert after paragraph 6.5 the following:

- 6.6 *If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.*
- 6.7 *Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.*
- 6.8 *No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.*
- 6.9 *Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.*
- 6.10 *The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.*
- 6.11 *Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.*
- 6.12 *Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.*
- 6.13 *Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO] and 2 members. A programme of regular checks of standing data with suppliers will be followed.*

**APPENDIX 2: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.**

|  |          |
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| Beech Grove parking  | By Whom  |
| <ul style="list-style-type: none"> <li>Cllr Egerton to consider with new head teacher ways of improving access for coaches.</li> <li>Clerk to invite new head and/or Chair to attend an OPC meeting</li> </ul> | ME/Clerk |

Cllr Egerton attending first meeting of board of governors; to report back at next meeting (October).

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| Action: Notice boards.   | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to arrange for repainting of parish hall and countryside access board notice boards.</li> </ul> | Clerk    |

Completed.

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|---|----------|
| Action: Self-sufficiency.   | By Whom: |
| <ul style="list-style-type: none"> <li>Clerk to make enquires of WCC and other parishes as to ways of dealing with increasing need for self-sufficiency.</li> </ul> | Clerk    |

In-hand but no obvious assistance available.

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

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

Completed – minor repairs to be undertaken in due course.

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|--|----------|
| Action: Affordable housing   | By Whom: |
| <ul style="list-style-type: none"> <li>Council to consider requirements and possible sites at a future meeting.</li> </ul> | Clerk/JC |

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