

**OWSLEBURY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
11th SEPTEMBER 2017
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

PRESENT.

Parish Councillor John Chapman (in the Chair).

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

IN ATTENDANCE.

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

District Councillor Laurence Ruffell (left after item 160/17).

Two members of the public were present and left after item 160/17

153/17 APOLOGIES FOR ABSENCE.

Parish Councillor Will Martin.

Parish Councillor Gerry Tull

County and City Councillor Rob Humby.

District Councillor Amber Thacker.

154/17 DISCLOSURE OF INTERESTS ON AGENDA ITEMS.

Councillors Bowes and Phillips noted their personal interests in matters affecting St. Andrew's Church (as members of the Parochial Church Council) and the Parish Hall Management Committee. Councillor Phillips noted his personal interest (as Chair) in matters affecting Owslebury and Morestead Community Association. Councillor Egerton noted his personal interest (as Treasurer) in matters affecting the Sports Club.

155/17 REQUEST FOR DISPENSATION UNDER S33(1) LOCALISM ACT 2011.

There was no request for dispensation under Section 33 of the Localism Act 2011.

156/17 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 7th August 2017, and the Council **Resolved** they were a true record.

157/17 PUBLIC QUESTIONS AND COMMENTS.

A parishioner expressed concern about the volume of traffic in the village, and suggested consideration is given to the introduction of a one-way system – perhaps operative at peak times – with traffic from Whaddon Lane being directed along Lower Baybridge Lane. The Clerk noted other parishioners had also, in the past, suggested a one-way system. Councillors welcomed the interest being shown in potential solutions to a long standing problem of great concern to the majority of parishioners living in the village. However they felt the Lane was already in a poor state and would simply be unsuitable for such a purpose. In addition it was difficult to envisage the highways authority being willing to provide a traffic order for such a purpose. The Chairman thanked the parishioner for her comments and noted the Council would also be considering other measures such as those introduced at Buriton. During the course of the discussion councillors considered another possibility would be the introduction of 'no right hand turns' for traffic travelling from Bishop's Waltham on the Portsmouth Road at the junctions with Hurst and Thompsons Lanes. This may ease congestion in the village centre during the morning peak hours - the evening peak being of slightly lesser concern. Such a scheme could be tried on a temporary basis to see whether it would be practical. The Chairman commented that such matters would be best considered by the Traffic Advisory Group and brought back to Council in due course (see paragraph 161/17(c))

158/17 COUNTY AND DISTRICT COUNCILLORS REPORTS.

District Councillor Ruffell reported on a number of matters including:

- a) the recent involvement of WCC with Eastleigh's emerging local plan. Further meetings would be taking place including consideration of transport matters. He would endeavour to ensure the Council is kept informed of developments;
- b) completion of the work at the bus station – buses leaving the garage would now be entering the one-way system rather than using the High Street;

- c) the coach tour on 6th October to show local parishes and others the range of housing developments taking place in the district. He strongly urged the participation of the Council on the tour.

159/17 POLICE & NEIGHBOURHOOD WATCH REPORT.

Councillor Bowes reported he would be attending the Police and Communities Together (PACT) meeting later in the month in Colden Common. There were no reports from the Police or Neighbourhood Watch.

160/17 PLANNING

a) **Planning applications.**

SDNP/17/03868/HOUS	Lower Cottage, Whaddon Lane
Proposal:	The demolition of the existing garage and outbuilding. Replaced with new single garage and summer room.
Deadline for comments	13/0902017

The Council **Resolved**, unanimously, to support the application.

SDNP/17/04212/LIS	Park View, Longwood
Proposal:	Internal alteration to modern elements of cottage.
Deadline for comments	22/0902017

The Council **Resolved**, unanimously, to support the application.

b) **Planning decisions.**

The Clerk noted he had not been notified of any planning decisions by SDNP or WCC since the last Council meeting.

c) **Eastleigh Borough Council (EBC) local plan.**

The Chairman commented on a recent meeting with George Hollingbery MP, local parish councils and district councillors. The meeting discussed the main concerns about Options B & C of the emerging Eastleigh local plan, and with the process adopted by Eastleigh. The meeting noted that empirical evidence on such matters as traffic movements had still not been made public, and there was widespread concern about the environmental damage that would occur if Options B & C were to be adopted. The participants had agreed to work together to share information and to ensure the interests of the parishes bordering Eastleigh are properly considered in the planning process. Councillors also noted the key role already played by WCC in protecting the interest of the district, and the continuing need for it to maintain its focus on the main issues affecting the local parishes. The Chairman commented on the important role of the umbrella group, Action against Destructive Development, and its need for additional funds – a matter which would be addressed in the near future.

The Chairman updated the Council on a recent meeting of the Southern Parishes Group – the meeting considered a presentation on HCC Highways and the many issues facing the department.

d) **Enforcement matters.**

The Clerk reported the open Enforcement cases currently being considered by WCC. He noted he was awaiting Enforcement’s comments on the concerns raised by councillors in connection with a development at Dundee Farm. District Councillor Ruffell agreed to make enquiries about a number of long running cases: the developments at Hydes Barn (Fawley Lane), Long Ash, and Woodland View Stables.

Action: Enforcement matters.	By Whom:
<ul style="list-style-type: none"> • District Cllr Ruffell to make enquires re Hydes Barn, Long Ash and Woodland View. • Clerk to report-back after site inspection at Dundee Farm 	District Cllr Ruffell Clerk

e) **Affordable housing.**

Councillors noted with regret the landowner had withdrawn (from further consideration by the developer) the site opposite The Ship Inn. They understood that amongst the reasons was the concern that local villagers may not in reality be able to afford the level of rents now typical for such homes – a concern shared by councillors.

e) **Visual Design Statement (VDS).**

The Chairman noted the Parish Plan required review, and WCC had made enquiries about the progress that had been made in achieving the objectives set out in the Plan. The Clerk and Chairman commented the next stage may be the preparation of a VDS as this would form part of the planning papers used by SDNP and WCC. The Clerk outlined the process for the preparation of a VDS (taking possibly two to three years) and the extensive information that would be required. Councillors debated the merits of such an

exercise and determined the Council should first focus on achieving improvements to traffic management issues in the village – the most important issue for the majority of parishioners.

161/17 HIGHWAYS.

a) Meeting with Hampshire Highways.

The Chairman and Clerk commented on their recent meeting with Hampshire Highways. The action points agreed at the meeting included:

- I. the replacement of the place name signs ‘Owslebury’ and ‘Whaddon Lane’;
- II. improvements (short and long term) to the drainage in Portsmouth Road, Hurst Lane, Whaddon Lane (opposite apple orchard and opposite Whaddon House) and Main Road;
- III. new white lining at Hurst/Thompsons Lanes and at Mare/Hensting Lanes/Whites Hill;
- IV. improvement to sight line at Hazeley Road/Mare Lane;
- V. repair to potholes;
- VI. replacement of bollard at Pitcot Lane.

b) National Highways and Transport Public Satisfaction Survey.

Councillors agreed the Clerk should submit a response on behalf of the Council.

c) Traffic advisory Group.

Councillors confirmed the establishment of a Traffic Advisory Group to examine the options to improve traffic management in the parish. The Council **Resolved**, unanimously, that Councillors Martin and Egerton should join the group and they should appoint whomsoever they felt appropriate to assist them (including non-councillors). Councillor Martin should chair the group. The proposed terms of reference and membership should be brought back to the Council for formal approval in due course.

Action: Traffic Advisory Group.	By Whom:
<ul style="list-style-type: none"> • Cllrs Martin and Egerton to determine membership and terms of reference. 	Cllrs Martin/Egerton /Clerk

d) Hedges.

Councillors asked the Clerk to issue a reminder note to parishioners to ensure hedges are cut-back.

Action: Hedges	By Whom:
<ul style="list-style-type: none"> • Clerk to issue OIS 	Clerk

162/17 RIGHTS OF WAY.

Councillors noted the improvements to recent rights of way and also the need to improve others, including Red Lane. A councillor noted that the entrance gate to the right of way at Greenhill House had been locked and asked the Clerk to make enquiries.

Action: ROW	By Whom:
<ul style="list-style-type: none"> • Clerk to discuss improvement to Red Lane with HCC. • Clerk to discuss with landowner locked gate at Greenhill House. 	Clerk

163/17 OPEN SPACES, RECREATION AND PLAY GROUNDS.

Play equipment.

The Council **Resolved**, unanimously, to authorise the Clerk to arrange for an operational audit of the play equipment at a net cost of about £75.

Action: Play equipment audit	By Whom:
<ul style="list-style-type: none"> • Clerk to arrange for operational review 	Clerk

164/17 Broadband services.

The Chairman noted the proposed improvements set out in a recent government paper on “Broadband Universal Service Obligations: Consultation on Design”.

165/17 FINANCE, ADMINISTRATION AND STATUTORY.

a) BDO external auditors report.

The Council noted the letter dated 27th August 2017 (Appendix 1) received from BDO confirming the completion of the audit of the 2016/17 Annual Return and also confirming there were no matters of concern they wished to report to the Council and public.

b) Payments made by RFO on Council's behalf.

The Council noted the website provider 1and1 Ltd and security software provider, Akismet, required payment by debit card and such payments had been made by the RFO. The Council approved reimbursement of the sums involved (£119.77 and £46.90 respectively) to the RFO.

c) 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				
40	314.57	M Cleary	Clerk's August net salary	Electronic
41	209.20	HMRC	August PAYE	Electronic
42	43.92	M Cleary	August exps (travel £2.90, play area £13.22, general maintenance £28)	Electronic
43	1,728.00	Premier Grounds and Maintenance	Lengthsman 2 nd Qtr invoice for Owslebury cluster of parishes (VAT £288) - funded by HCC	Electronic
44	46.90	M Cleary	Reimbursement of payment to Akismet (security software for website)	Electronic
45	240.00	BDO	External audit fee (VAT £40)	Electronic
46	20.00	John Chapman	Mileage claim for travel to Buriton – at agreed mileage rate.	Electronic
47&48	61.25	OPHMC	July & August hall bookings	Electronic
49	290.00	S Comley	August grass cutting	Electronic
50	648.91	Prospect Fencing	New gate for Glebe Field footpath - Minute 64/17(f) – VAT £108.15	Electronic
50	65.28	Prospect Fencing	Repairs to Glebe field entrance gate – Minute 146/17(b) – VAT £10.88	Electronic

Receipts

Amount (£)	Payer	Purpose	
0.04	Lloyds	Interest	Electronic
11.25	H Smith	Use of play area for July	Electronic

e) Grant.

The Council noted the request for a grant to the Twyford Surgery Patients Participation Group (TPPG) under S137 LGA 1948. They considered the TPPG benefited a significant number of residents in the parish and **Resolved**, unanimously, to provide a grant of £50 to the group.

166/17 CLERK'S REPORT.

The Clerk commented on the actions taken on matters determined at previous meetings and not included on the agenda (Appendix 2).

167/17 CODE OF CONDUCT.

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

168/17 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no specific matters, other than those already noted in the minutes, Councillors wished to be included on the agenda for the October meeting..

169/17 DATE OF NEXT COUNCIL MEETING.

The Council agreed the routine Council Meeting would be on Monday 9th October 2017 at 7.30pm in the Committee Room.

Minutes of the Owslebury Parish Council Meeting Held on Monday 11th September 2017
The meeting closed shortly after 9pm

Chairman ..John Chapman.....Date: 9th October 2017

APPENDIX 1: BDO LETTER RE 2016/17 ANNUAL RETURN – over page.



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Mr M J Cleary
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Dial:
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Dear Mr Cleary

Owslebury Parish Council - Audit for the year ended 31 March 2017

We have now completed the above audit. Please find enclosed the following:

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Annual Return

There were no matters which came to our attention which required the issues arising report.

The enclosed annual return should be presented to the smaller authority, a minute should be given, and a minute should be made to show that the annual return has been approved and accepted by the smaller authority. The annual return must be published for at least 14 days (including on the smaller authority website) as soon as reasonably possible before the 30 September 2017 and must be made available for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2017. Local Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor will be. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely

Mrs Emma Prince
For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the minutes in a public place for at least 14 days, publication on a website does not apply.

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

Action: Low lying branches	By Whom:
<ul style="list-style-type: none"> Clerk to choose contractor provided cost no more than £200. <u>S. Comley instructed and installed.</u> 	Clerk
Action: Staggs Gate pond	By Whom:
<ul style="list-style-type: none"> Clerk to review boundaries; <u>Search completed; historic maps to be 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: 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. <u>In hand – September/October</u> 	Clerk
Action: Benches	By Whom:
<ul style="list-style-type: none"> Cllr Tull to provide bench <u>Defer for time being</u> 	Cllr Tull
Action: Parish Hall Advisory Committee.	By Whom:
<ul style="list-style-type: none"> Clerk to set-up and prepared preliminary list of issues <u>OPHMC to consider revisions to current constitution. Cttee 'on hold'.</u> 	Clerk
Action: Excess vegetation.	By Whom:
<ul style="list-style-type: none"> Improve sight lines at junction of Mare Lane and Hazeley Road; <u>Completed</u> 	Clerk