

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
8<sup>th</sup> SEPTEMBER 2014  
COMMENCING AT 7.30PM IN THE COMMITTEE ROOM, OWSLEBURY PARISH HALL**

**PRESENT**

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

**IN ATTENDANCE**

Clerk and Responsible Financial Officer (RFO): Michael Cleary.  
District Councillor Laurence Ruffell (left 8.45pm).  
No members of the public were present.

**APOLOGIES.**

Parish Councillors: Will Martin, Paul Phillips.

County and District Councillor Rob Humby.

**175/14 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.**

Councillor Egerton noted his personal interest (as Treasurer) in matters concerning the Owslebury Sports Club.

**176/14 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> AUGUST 2014.**

The draft minutes of the Parish Council meeting held on 11<sup>th</sup> August 2014 had been previously circulated. All Parish Councillors noted their acceptance of the Minutes, and it was **Resolved** unanimously that they were a true record.

**177/14 POLICE REPORT.**

The Clerk informed the Council the Police UK website for July (latest information available) recorded 2 'cases of criminal damage and arson on or near to Baybridge Lane and a further case on or near to Pitcot Lane.

**178/14 PUBLIC QUESTIONS AND COMMENTS**

**a) Planning Applications.**

**b) Other Agenda Items.**

No members of the public were present at the meeting.

**179/14 COUNTY AND DISTRICT COUNCILLOR REPORTS.**

In his report District Councillor Ruffell noted:

- the extensive discussions and meetings which had taken place in relation to the major Silver Hill development proposal. The matter would be considered by the Planning Committee in November;
- he had had an exchange of emails with Hampshire Highways on Pitcot Lane and the availability of planings;
- County and District Councillor Humby had had discussions with Robin Atkins (Alresford Town Trust) in relation to the provision of community transport services for the parishes. The matter was now with County Councillor Mike Southgate for further consideration;
- County and District Councillor Humby would continue to press for a meeting between Hampshire Highways and the Environment Agency on flood mitigation matters in Owslebury and near-by parishes. Councillors stressed their concern as to the delay in such a meeting, particularly with the onset of the autumn/winter period, Water levels appeared unusually high and this indicated that a repeat of the flooding experienced earlier in the year could not be ruled out;
- he and County and District Councillor Humby understood the frustration about fly tipping but took exception to a note circulated by Parish Councillor Tull to the effect that unless a particular incident was dealt with expeditiously, the fly tipping rubbish he had collected would be dumped on the door step of County and District Councillor Humby's home. The matter had been dealt with when it had been brought to the attention of WCC/HCC, and the use of such language was inappropriate and unjustified. Councillor Tull explained the background, and his frustration that it had subsequently been determined by WCC/HCC the matter would not be pursued as the rubbish appeared to relate to a minor and the individual's school or college records – personal information as to the address of the parents would not be released by the school/college. After some debate the Chairman noted the matter related to fly tipping in another Parish. If Councillor Tull wished to pursue the matter, he should do so in his personal capacity. Councillor Tull requested that this be recorded in these minutes.

Action: Flood mitigation	By When:	By Whom:
<ul style="list-style-type: none"> <li>C&amp;DC Humby to be requested to facilitate an early meeting between Hampshire Highways and the Environment Agency on flood mitigation in Owslebury Bottom/Hensting and other areas affected by recent flooding.</li> </ul>		Rob Humby

**180/14 ELECTORAL REVIEW AND PARISH BOUNDARIES ANOMALIES.**

The Council determined not to make any specific representations to WCC and the Boundaries Commission in relation to Parish and Ward boundaries respectively. However, the Clerk was instructed to write to WCC stressing the Council wanted to retain the present Parish boundary.

Action: Parish boundary	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to stress to WCC the need to retain the present Parish boundary.</li> </ul>	September	Clerk

**181/14 PLANNING**

- a) **Planning Applications.**
- b) **Planning Decisions.**
- c) **Enforcement.**

There were no planning applications for the Council to consider, no new planning decisions or enforcement matters to report. However, concern was expressed about buildings being erected in the recent past on a local farm and the Clerk was asked to make further enquiries.

Action: Building activity	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make enquiries re building activity at local farm.</li> </ul>	September	Clerk

**d) Appeal**

In relation to the notice of Appeal against the refusal of planning permission for Long Ash, Pitcot Lane (SDNP 14/ 03582/FUL) the Council instructed the Clerk to resubmit to the Appeal inspector the Council's comments and concerns on the original application.

Action: Long Ash, Pitcot Lane Appeal	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to send to Appeal Inspector Council's comments on original application.</li> </ul>	September	Clerk

**e) Twyford Neighbourhood Plan.**

The Council considered a suggestion made by SDNP to Twyford Parish Council to the effect that Owslebury Parish Council may wish to be included in the Twyford Neighbourhood Plan. The Council could see no material benefit to either Owslebury or Twyford and accordingly **Resolved** unanimously not to request to participate in the Twyford planning process. More generally, the Council asked the Clerk to invite an SDNP planning representative to a future meeting to discuss planning process and policies.

Action: SDNP planning discussion	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to invite SDNP to attend a future meeting.</li> </ul>		Clerk

**182/14 HIGHWAYS.**

**a) SpeedWatch.**

The Clerk noted that 6 volunteers had been identified. The Police would be undertaking speed checks and assessing the suitability of the roads to be used in the SpeedWatch trial. However he not heard from Twyford and Colden Common parishes as to whether they would be prepared to lend the equipment to the Council for a trial period.

**b) Community transport.**

The Clerk took the Council through the briefing note on the likely level of costs of the hire of a minibus for community transport. In essence the Parish would need to recruit 3 voluntary drivers, an organiser and to have a regular number of fare paying passengers (between 10 and 15) to make such a service economic and affordable to the user. The Council noted with thanks the offer of Alesford Town Trust to loan their minibus at favourable rates. However the Council felt the Parish was too small for there to be sufficient demand from fare paying passengers to justify a minibus service, and it **Resolved** unanimously not to pursue the matter at this time.

**c) Motocross.**

The Council noted the complaint from 2 parishioners about the noise associated with the motocross events and the change in the timing of events from that in previous years. In debate the Council noted that not as many days as could be used for such events, were used by the organisers. The events took place in day time hours and were advertised well in advance. In all the circumstances whilst it sympathised with the complainants it did not consider it appropriate to intervene in the matter.

**183/14 RIGHTS OF WAY.**

The Clerk commented on the briefing note he had prepared on the main issues to discuss with the Countryside Department, possibly with County and District Councillor Humby's assistance. In discussion, Councillor Tull suggested he undertake a tour of the main ROW so as to identify other ROW which required attention. It was noted that some ROW were now impassable and whilst they may be underused, it was essential to report the matter to the Countryside Department if only to ensure the paths continued to have the legal status of ROW. In addition to the ROW at Marwell, the ROW near to Warren Farm (Morestead) and Bottom Farm (towards Longwood) required urgent attention. The Council noted that formal letters may need to be sent to landowners requiring them to ensure ROW are free of excess vegetation or debris, and a general news item should be issued through the usual sources.

Action: ROW	By When:	By Whom:
<ul style="list-style-type: none"> <li>Councillor Tull to undertake survey and report back to Council.</li> <li>Clerk to collate ROW issues for discussion with Countryside Department, possibly with C&amp;DC Humby.</li> <li>Consider formal letters to landowners re clearing ROW</li> <li>General note to parish via newsletter/OIS etc</li> </ul>		Gerry Tull Clerk  Clerk Clerk

**184/14 OPEN SPACES, RECREATION AND PLAY GROUNDS.**

**a) Meeting with Sports Club representatives.**

The Clerk noted that the meeting with the Sports Club Committee was likely to take place at the October meeting.

**b) Proposed Sports Club licence**

The Council (other than Councillor Egerton who had previously declared his personal interest) agreed the main terms of the Sports Club licence drafted by the Clerk and **Resolved** unanimously to authorise the Clerk to finalise the licence with the Club and refer back to the Council only if material changes were considered necessary following his discussions with the Club.

Action: Sports Club licence	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to finalise licence with the Club.</li> </ul>	October	Clerk

**c) Bank tree**

Councillors expressed concern over the health of the tree, notwithstanding the recent removal of deadwood. The Council **Resolved** unanimously to authorise the Clerk to undertake a risk assessment and dependent upon the outcome of the assessment, to set aside reserves for the maintenance and/or removal of the tree.

Action: Bank tree	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to arrange for risk assessment.</li> </ul>		Clerk

**185/14 COMMEMORATION ADVISORY COMMITTEE.**

The Clerk noted the Council had received £150 in donations from individuals and £300 from OMCA. The Council asked the Clerk to write to OMCA expressing the Council's gratitude for its donation.

**186/14 COMMUNICATION ADVISORY COMMITTEE.**

The Clerk updated the Council on the structure and contents of the new website, following which the Council **Resolved** unanimously to:

- a) authorise the Clerk to launch the new site on or about 1<sup>st</sup> October 2014 (Proposed by Councillor Tull and seconded by Councillor Egerton):
- b) approve the cost of transferring domain names and of acquiring appropriate security software (Proposed by Councillor Chapman and seconded by Councillor Tattersall).

**187/14 BURIAL GROUND ADVISORY COMMITTEE.**

The Chairman summarised the discussions that had taken place the previous week at a meeting of the Burial Ground Advisory Committee. He had requested the PCC to state their recommendations for additional burial space and would report back to the Council in due course.

**188/14 FINANCE, ADMINISTRATION AND STATUTORY MATTERS.**

**a) Payments and receipts**

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

Voucher	Amount (£)	Payee	Purpose
<b>PAYMENTS</b>			
48	20.00	J Chapman	Chairman's allowance April- July
49	32.50	TLC	Webmasters fee September
50	540.00	South Central Ambulance Trust re defib case	Defibrillator case (as per budget): Net cost £450+ Vat £90 – Minute 169/14
51	100.00	South Central Ambulance re training donation	Donation for defibrillator training session. Minute 169/14
52	280.13	M Cleary	Clerk's net pay August
53	186.40	Post Office Ltd	PAYE August
54	68.45	M Cleary	Clerk's Exps (travel £2.75+Post £3.50+ £31.251/4ly Home working allowance + 1/4ly Phone and broadband £30.95)
55	200.00	Hedge Sparrow	August grass cutting
56	36.28	M Cleary	Purchase of Akismet security software for new website (Minute 186/14)
<b>RECEIPTS</b>			
	27.00	Sontonia cycling club	Donation re Glebe Field parking
	150.00	Public donations	Commemoration events
	300.00	OMCA donation	Commemoration events

**b) Grant application policy.**

The Council **Resolved** unanimously to approve the policy drafted by the Clerk (Appendix 1)

**189/14 CLERK'S REPORT.**

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

**190/14 ISSUES PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETINGS.**

The Council noted the issues involved (Appendix 3).

**191/14 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.**

There were no matters of report, or for inclusion on the Agenda for the next meeting.

**192/14 DATE OF NEXT COUNCIL MEETING.**

It was agreed the next Council meeting would be held in the Committee Room on 13<sup>th</sup> October 2014 commencing at 7.30pm.

The meeting closed shortly before 9pm.

Chairman...John Chapman.....

Date: 13<sup>th</sup> October 2014

## **APPENDIX 1: Grant Application Policy**

### **Owslebury Parish Council**

#### **Grant and donations policy (Section 137(1) LGA 1072).**

Owslebury Parish Council has a small budget for the award of grants and donations to provide support to community organisations. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not-for-profit and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the full Council.

#### **Eligibility:**

Unless otherwise determined by the Council:

1. Grants or donations will only be awarded to voluntary groups or charitable organisations with governance procedures acceptable to the Council, and with separate bank accounts. Under no circumstances will grants or donations be awarded to individuals.
2. Grants will not be awarded to regional or national organisations, unless they are for a specific project in the Owslebury and Morestead area.
3. Additional applications within a 12 month period will not normally be considered.

#### **Conditions:**

Unless otherwise determined by the Council, the following conditions will apply to all grants and donations:

1. The grant or donation must be used for the purpose for which the application was made.
2. If the organisation/group is unable to use the grant or donation for the stated purpose, all monies must be returned to the Parish Council.
3. All awards must be properly accounted for and, if requested by the Clerk, evidence of expenditure must be provided. If the Council is not satisfied with the arrangements, the grant/donation must be refunded to the Council without undue delay.

#### **Applications:**

Applications should be made in writing to the Clerk, giving details of the charitable organisation or voluntary group, full details of the request and how a grant or donation would benefit local residents, and confirming acceptance of the above grant or donation conditions.

Adopted by Council on 9<sup>th</sup> September 2014

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

Action: Environmental/Wildlife Protection	By When:	By Whom:
<ul style="list-style-type: none"> <li>To work with the PCC in incorporating countryside protection in the Welcome Pack for new residents;</li> </ul>		Clerk

**Welcome Pack now available but insufficient room for policies of this nature**

Action: Owslebury Sports Club	By When:	By Whom:
<ul style="list-style-type: none"> <li>To arrange a meeting between the Committee and the Council, such meeting to include consideration of lease of pavilion.</li> </ul>	September	Clerk

**Invitation sent for September meeting.**

Action: Bus Shelter	By When:	By Whom:
<ul style="list-style-type: none"> <li>To agree the detailed arrangements for the building of the bus shelter.</li> </ul>	October	Clerk/ME

**In hand**

Action: Protection of verges – Hurst Lane	By when:	By whom:
<ul style="list-style-type: none"> <li>To obtain confirmation of acceptance of terms of grant to residents and completion of works.</li> </ul>		Clerk

**Should commence within 4 weeks**

Action: Litter Pick	By when:	By whom:
<ul style="list-style-type: none"> <li>Chairman to discuss leadership of Litter Pick with a Parishioner.</li> </ul>		Clerk

**Deferred to October due to unavailability of lead parishioner.**

Action: Council’s interest in land	By when:	By whom:
<ul style="list-style-type: none"> <li>To note with the owners of Lower Whiteflood Farm the Council’s ownership of Common Land (CL231 and to enquire as to the state of the Pond.</li> </ul>		Clerk

**Letter sent to Lower Whiteflood Farm – awaiting response.**

Action: Barbed wire	By When:	By Whom:
<ul style="list-style-type: none"> <li>To discuss with owners of Sladford House the removal of barbed wire on the stiles.</li> </ul>		JC

**Contact yet to be established.**

Action: Accredited Community Safety Officer	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to make further enquiries re role and cost sharing with other councils.</li> </ul>	July/August	Clerk

**No further development at this stage.**

Action: School bus	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to ascertain whether school bus is permitted to use Whaddon Lane..</li> </ul>		Clerk

Action: Rights of Way	By When:	By Whom:
<ul style="list-style-type: none"> <li>HCC/SDNP should be urged to take urgent, immediate, action to improve the ROW in Pitcot Lane, the surface of which was now dangerous to the public;</li> <li>Landowners should be encouraged to keep ROW clear of excessive vegetation and where the ROW was well used by parishioners and could/would not be cleared by landowners, parishioners should inform the Council;</li> <li>The ground around Marwell needed attention and the Clerk should write to Kayti Harvey, British Horse Society, expressing the Council’s support for the Society’s endeavours, with the help of Marwell Wildlife and the Countryside Access Department, to improve the bridleways in that area.</li> </ul>	ASAP	Clerk

**In hand**

Action: Parish Hall	By When:	By Whom:
<ul style="list-style-type: none"> <li>Clerk to investigate possibility and related obligations of the Council taking on Trusteeship of the Hall.</li> </ul>	October	Clerk

**In hand**

Action: Woodland View Stables	By When:	By Whom:

Minutes of the Parish Council Meeting Held on Monday 8<sup>th</sup> September 2014

<ul style="list-style-type: none"> <li>To establish outcome of Enforcement review as to implementation of planning conditions.</li> </ul>	October	Clerk
<b>Action: SpeedWatch</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>Clerk to establish whether 6 volunteers can be recruitment and equipment hired from Twyford/Colden Common on acceptable terms.</li> <li>Clerk to establish whether Morestead Road can be included in SpeedWatch trial.</li> </ul>	September/October	Clerk
<b>Action: Litter/Fly tipping</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>Clerk to draft a letter of comment to the Inquiry.</li> </ul>	October	Clerk
<b>Action: BoomTown traffic</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>Council to consider matter further in due course.</li> </ul>	October	All
<b>Action:</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>to remind Parishioners of the need to cut hedges;</li> <li>to ask Landowners to discharge their statutory duty to ensure Rights of Way are cleared of obstacles eg trees and are passable;</li> <li>to request the Countryside Department for guidance on how to deal with landowners who do not maintain rights of way,</li> </ul> <p><b><u>In hand</u></b></p>	ASAP	Clerk
<b>Action: Barrier at Greenhill</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>Discuss with local landowners need for barrier and, if so, related funding.</li> </ul>		Clerk
<b>Action: Defibrillator</b>	<b>By When:</b>	<b>By Whom:</b>
<ul style="list-style-type: none"> <li>Clerk to arrange for acquisition of defibrillator</li> </ul> <p><b><u>In hand</u></b></p>		Clerk

**APPENDIX 3: MATTERS PREVIOUSLY DISCUSSED AND DEFERRED TO FUTURE MEETING.**

Action:	By When:	By Whom:
Traffic management <ul style="list-style-type: none"> <li>• To await a report from Andy Smith in January/February, following his review, on the possibility of measuring average speed of traffic in Whaddon and Hurst Lanes, Main Road and Morestead Road and reductions in speed limits and/or additional road markings to assist in traffic calming;</li> <li>• To work with County and District Councillor Humby in organising a multi parish meeting with the Police and Traffic Management to establish 'what is possible', as a prelude to determining any additional steps the Council might take including points, priority signage, 'Slow' markings, virtual pavements</li> <li>• To consider the possible introduction of Speed Watch</li> </ul>		ST/JC  RH  ST

Action:	By When:	By Whom:
Pitcot Lane <ul style="list-style-type: none"> <li>• To obtain proposals from Hampshire Highways on options considered at on-site meeting to relieve flooding in the Lane.</li> </ul>		Clerk

Action:	By when:	By whom:
Flooding/Council's interests in land <ul style="list-style-type: none"> <li>• To consider outcome of review by WCC/HCC/HH/Environment agency of flood mitigation measures following January/February floods;</li> <li>• To review Stag Lane Pond on completion of flood mitigation review.</li> </ul>		Clerk

Action:	By When:	By Whom:
Emergency Plan <ul style="list-style-type: none"> <li>• To prepare an Emergency Plan in the event of further flooding in the Parish.</li> </ul>		Clerk