

**OWSLEBURY PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON
6th MAY 2021
COMMENCING AT 7:35PM VIRTUALLY VIA ZOOM**

Present: Parish Councillor John Chapman (in the Chair).
Parish Councillors: Paul Bowes, Mark Egerton, John Foster, Will Martin,
Roger Page and Paul Phillips,

In Attendance: Responsible Financial Officer (RFO) Juanita Madgwick

Also in Attendance: 4 members of the public were present

55/21 APOLOGIES FOR ABSENCE.

District Councillor Lumby

56/21 ELECTION OF CHAIR AND VICE CHAIR

Councillor Bowes proposed Councillor Chapman be elected as Chair for 2021/22; Councillor Egerton seconded the resolution. The Council (Councillor Chapman abstaining) **Resolved** unanimously to appoint Councillor John Chapman as Chair for 2021/22. Councillor Chapman signed the Declaration of Acceptance of Office.

Councillor Bowes proposed Councillor Paul Phillips be elected as Vice-Chair for 2021/22; Councillor Egerton seconded the resolution. The Council (Councillor Phillips abstaining) **Resolved** unanimously to appoint Councillor Paul Phillips as Vice-Chair for 2021/22. Councillor Phillips signed the Declaration of Acceptance of Office.

57/21 DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT

Councillors signed the Declaration of Acceptance of Office.
All Councillors **Resolved** unanimously to accept the Code of Conduct provided by WCC.

58/21 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

Councillor Egerton declared a personal interest (as Treasurer) in matters affecting Owslebury Sports Club.
Councillor Phillips and Bowes declared personal interests (as members of the Owslebury Parochial Church Council) in matters affecting St. Andrew's Church.
Councillor Bowes and Chapman declared personal interests (as members of the Owslebury Parish Hall Management Committee) in matters affecting the Parish Hall.

59/21 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 12th April 2021, and the Council **Resolved**, unanimously, they were a true record.

60/21 PUBLIC QUESTIONS AND COMMENTS.

Tryner House:

The Planning applicant noted that they wished to replace the conservatory with a room that was more in keeping with the rest of the house, they were mindful of the flora and fauna of the of their land and did not wish to disturb it. They noted that 2 bat surveys were taking place and understood that it was nesting season and would not start any building works until this was over.

A Councillor asked if they were taking dark sky into consideration as from the plans there was a lot of glass within the extension and was worried about light emissions. The applicant noted that they were taking this into consideration.

61/21 PARISH COUNCIL REPRESENTATIVES FOR 2021/22.

The Council **Resolved** unanimously to adopt the guideline for the role of parish council representatives set out in Appendix 1, agreed to the following Parish Council representative appointments, and noted appointments to the following local organisations:

- Councillor Chapman – *Parish Council representative for:* Broadband, Winchester District Association, Hampshire Association of Local Councils, Planning, Southern Parishes. *Local organisations:* Member of Owslebury Parish Hall Management Committee.
- Councillor Egerton – *Parish Council representative for:* Rights of Way, Tree Warden, Fly tipping, Travellers. *Local organisation:* Sports Club
- Councillor Martin – *Parish Council representative for:* Neighbourhood Watch and Transport. *Local organisation:* Member of Morestead Parochial Church Council.
- Councillor Page – *Parish Council representative for:* Planning and the Play Area
- Councillor Phillips – *Parish Council representative for:* Winchester District Association, Hampshire Association of Local Councils, Southern Parishes. *Local organisations:* Member of St. Andrew's Parochial Church Council, Chairman of Owslebury and Morestead Community Association.
- Councillor Bowes – *Local organisations:* Member of St. Andrew's Parochial Church Council, Owslebury Parish Hall Management Committee, Chairman Owslebury Neighbourhood Watch.
- John Foster – *Parish Council representative for:* Planning and Transport/ Highways

62/21 PROCEDURAL AND CONSTITUTIONAL MATTERS.

A. Policies and procedures.

The Council **Resolved** unanimously to approve or confirm the following:

- a) to approve Standing Orders for 2021/22;
- b) to approve Financial Regulations for 2021/22;
- c) to confirm the following policies approved by Council at previous meetings:
 - i. Risk Register as adopted by the Council on 14th January 2019.
 - ii. Fixed Assets Register reviewed on 12th April 2021.
 - iii. Complaints Procedures, as adopted by the Council on 11th May 2015.
 - iv. Freedom of Information requests, as adopted by Council on 9th June 2014.
 - v. Dealings with the press, as adopted by Council on 8th May 2017.
 - vi. Community Emergency Plan, as adopted by the Council on 11th January 2021.
 - vii. Safeguarding Children and Vulnerable Adults adopted by the Council on 8th May 2017.
 - viii. Health and Safety, as adopted by the Council on 12th June 2017.
 - ix. Grants and donations, as adopted by the Council on 8th May 2017.

- x. Recruitment, as adopted by the Council on 8th May 2017.
- xi. The Staff Appraisal Policy, as adopted by the Council on 8th April 2019.

B. Insurance Arrangements.

The Council **Resolved** unanimously to appoint Norris & Fisher as the Councils insurance company for 2021/22. The Council instructed the Clerk to make the necessary arrangements and authorised Councillors Chapman and Phillips to approve the electronic payment.

63/21 DATES AND TIMES OF ORDINARY MEETINGS.

The Council **Resolved** unanimously that in the absence of Bank Holidays, any special or urgent business or if determined otherwise by the Council on the second Monday of the month at 7:30pm in the Parish Hall, COVID-19 restrictions permitting.

64/21 COUNTY AND DISTRICT COUNCILLORS REPORTS.

The District Councillors had provided a report which had been circulated to the Council before the meeting (Appendix 2).

65/21 CSO REPORT

The CSO Report (Appendix 3) had been circulated to the Councillors before the meeting.

66/21 PLANNING

a) Planning applications

SDNP/21/02266/LIS	Hensting Farm Hensting Lane Fishers Pond SO50 7HH
Proposal	Replacement Front Door
PC Comment	The Council have no objection to this planning application and therefore will make no comment.

SDNP/21/02357/HOUS	Tryner House Main Road Owslebury Winchester Hampshire SO21 1LU
Proposal	Single storey rear extension to replace existing conservatory.
PC Comment	The Council have no objection to this planning application and therefore will make no comment.

b) Planning Decisions

There were no planning decisions

c) Enforcement Matters

A Councillor noted that Woodland View stables are building an extension on the wooden building that has been previously reported to the planning enforcement department and asked the Clerk to report this as a possible planning breach.

Action:	By Whom:
Report possible planning breach at Woodland View Stables	The Clerk

d) General Matters

The Councillors asked the Clerk if a response had been received from the planners regarding Homelands. The Clerk noted that she had not had a response and would contact the planning department.

Action:	By Whom:
Contact the planning department regarding the Homelands application	The Clerk

67/21 HIGHWAYS

a) General Matters

A Councillor noted that the roads signs in Thompson Lane have fallen over and asked the Clerk to report this to Hampshire Highways.

Action:	By Whom:
To report fallen road sign on Thompson Lane	The Clerk

68/21 RIGHTS OF WAY

a) General Matters

The Chairman asked the Clerk if she had managed to locate a key for the barrier at Red Lane. The Clerk noted that she had not received a response from the land owner and would contact the land owner again.

Action:	By Whom:
Contact the land owner of Red Lane for a key to the barrier	The Clerk

69/21 OPEN SPACES, RECREATION AND PLAYGROUND

a) General Matters

Councillor Egerton updated the Council on the Sport field. He noted that Colden Common was still interested in hiring the field to play football, the Chairman asked for the Council to be kept informed of this.

Councillor Egerton noted that he had not received a response from the Sports Club on if they wanted to carry on with the licence for the next 2 years.

There was some discussion around the future of the pavilion and the sports field if no Sports Clubs used them in the near future. The Chairman asked the Clerk to put this as an agenda item at the next meeting.

70/21 FINANCE, ADMINISTRATION AND STATUTORY

a) Payments and Receipts

The Council **Resolved** unanimously to approve the following payments and authorised the Chairman, Councillor Phillips or Councillor Martin to authorise the electronic payments as necessary.

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
1	3.68	Paper	CC
2	16.87	IONOS - Extended Support - Website	DD
3	8.00	Stationary	CC
4	352.38	HALC - Association Fees	
5	398.40	Clerks Salary	
6	99.60	HMRC	
7	21.15	Clerks Expenses April	
8	220.00	S Comley - Grass Cutting April	
9	32.00	Credit card annual fee	CC
10	14.39	Zoom	CC
11	1,010.88	Swanmore PC	

Receipts:

Voucher	Amount (£)	Payee	
RECEIPTS			
1	14,289.50	Precept	

- b) To Review the Expenditure incurred Under S137 for the Year 2020/21**
The Councillors reviewed the expenditure that the Parish Council had made under Section 137 over the year.
- c) Scope of the Internal Audit 2021/22**
The Council considered the scope of the internal audit for 2021/22 onwards. It noted the qualifications of the current internal auditor, John Murray Chartered Public Finance Accountant, his experience including as internal auditor for other councils, and his independence from the Clerk and Councillors. The Council unanimously **Resolved** to review this in the Autumn.
- d) To Approve Section 2 'Annual Governance Statement for 2020/21'**
The Council **Resolved** unanimously to approve Section 2 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement therein and authorised the Clerk to submit the Annual Governance Statement and bank reconciliation to the external auditor, PKF Littlejohn LLP.
- e) To Note the RFO's Comments on the Accounting Statement on 2020/21**
The clerk noted that the 'Accounting Statement' has to be made available for public inspection from Monday 14th June to Friday 23rd July 2021.
- f) To Agree to the Purchase of a Mobile Phone for the Clerk at a Cost of £10 a month**
The Council **Resolved**, unanimously, to purchase a mobile phone at the cost of £10 a month.
- g) To Review and Approve the Scheme of Delegation to the Parish Clerk**
The Council **Resolved**, unanimously, to adopt the Scheme of Delegation and asked the Clerk place to a copy of the website.

6. 2020/2021
FC 06.05.2021

The Council **Resolved** unanimous to approve the Scheme of Delegation to the Parish Clerk until 21st June 2021.

71/21 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

There were no specific matters councillors wished to discuss or include on the next agenda other than those noted above.

72/21 DATE OF NEXT COUNCIL MEETING.

The Council agreed the next Council Meeting would be on Monday 12th July 2021 at 7.30pm in the Parish Hall.

The meeting closed at 20:25

Chairman:

Date:

APPENDIX 1: ROLE OF PARISH COUNCIL REPRESENTATIVES.

1. The Parish Council may appoint a Councillors or Councillors to as act as Parish Council Representative for specific matters. Such appointments may be made at any time during the Council year, but cease at the May meeting of the Parish Council.
2. The Parish Council Representative's role includes:
 - a. to gather and keep abreast of information on their specialist area through research, discussion with WCC or other bodies or attendance at outside events or committees previously agreed by the Parish Council;
 - b. to listen to concerns of Parishioners, assess their importance and whether there is commonality of view amongst Parishioners, and to report such concerns to the Parish Council;
 - c. to keep any fellow Representative informed of developments or communications;
 - d. to update the Clerk periodically so as to avoid duplication with other areas of Parish Council work;
 - e. to recommend to the Parish Council policies or actions which may be beneficial to Parishioners, for debate and decision by the Parish Council;
 - f. when specifically mandated by the Parish Council, to represent the Parish Council's decisions to outside bodies;
3. The Parish Council Representative is not empowered to make any decisions on behalf of the Parish Council, but can only make recommendation for the Parish Council to debate and determine.
4. All formal communications with the press and outside bodies should, as always, be conducted through the Parish Clerk, unless the Parish Council specifically determines otherwise.
5. In order to ensure the role of the Parish Council Representative is effective, Councillors should refer any significant matter brought to their attention on a subject not within their Parish Council Representative role, to the appropriate Parish Council Representative. Similarly, unless determined otherwise by the Parish Council, Councillors should not become directly involved in any significant matter for which another Parish Councillor has been appointed Representative.

Originally adopted by the Parish Council June 2013 and re-confirmed annually.

APPENDIX 2

Winchester City Councillor Annual Report - Spring 2021

1. Response to pandemic

Winchester City Council's principle focus since the outbreak of the pandemic has been on addressing issues arising from Coronavirus. Its latest advice for residents and businesses can be found on the Council's website at <https://www.winchester.gov.uk/supporting-our-community-covid-19>. A main focus has been on providing new grants and advice to businesses, in particular distributing the £34m or so provided by the Government in support. The Council has also received in addition over £6.5m from the Government to support its own activities and to help with income shortfalls.

2. Council Tax

Winchester City Council's share of the Council Tax for the next financial year was approved at the full meeting of Council held on 24th February. The tax is to increase by 3%. All other fees and charges will also be increased by an average of 3%. The main exceptions are parking charges (as these were increased in October 2020) and the newly introduced charge for collecting garden waste. The budget also contains a number of cost saving measures, including a reduction of 3.5 posts in the planning team.

3. Winchester Sports and Leisure Park

The new state-of-the-art Winchester Sport & Leisure Park is near to completion and is scheduled to open to the public on 29th May. The facilities will include a 50m swimming pool and training pool, multi-use sports hall, 200 station gym, studios, fun climbing, squash courts, a hydrotherapy suite, and access for those with disabilities.

4. Speeding and noisy vehicles

Residents will be aware of the local group CANS (Communities against noise and speed, www.canshampshire.co.uk/community/communities-against-noise-and-speed-15072/home/) which was formed to campaign on the issue of antisocial motorbikes in the area. A forum has been set up to bring all stakeholders together, including local MPs, the police, Hampshire County Council and local councillors; this is chaired by CANS. A number of police operations have also been carried out and further are planned as the motorbikes return. The overall objective is to discourage the small minority of motorcyclists who ride in an antisocial manner from coming to the area.

Various parishes have acquired what are called speed indicator devices (SIDs). These show the speed vehicles are travelling and have a good success rate at reducing speed, especially if moved around.

We have also been exploring with Winchester City Council the use of environmental legislation to address the issue, combined with new acoustic cameras which measure vehicle noise.

Laurence Ruffell Hugh Lumby

APPENDIX 3

CSO Report

Owslebury CSO Incident Report - April 2021

Date	Parish	Initial Report	CSO Final Report and Comments
04/01/2021 10:20	Owslebury	Dog on a tether on cricket pavillion	Attended and met with the owner of the dog. I asked that the tether be shortened and then contacted the PC. It was agreed that the tethered dog could not have access to the parish council grounds. I went back and explained to the owner the outcome . he said it would not happen again.
04/10/2021 14:37	Owslebury	Fly tip morestead	fly tip of 2 large fridges on mare lane, morestead. Reported to WCC
4/17/21 13:07:33	Owslebury	Dead deer	Dead deer at the road side - reported to WCC clean my street
4/17/21 13:10:21	Owslebury	Abandoned car in beech grove	Attended . car taxed and mot'd therefore not abandoned. nil further