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## COUNTY COUNCILLOR ROB HUMBY'S REPORT JANUARY 2023

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### **New County Council Cabinet Portfolios**

Reminder for the new County Council Cabinet Portfolios as of 1 January 2023.

#### **Adult's Health and Care:**

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

#### **Children's Services:**

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

#### **Universal Services:**

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

#### **Hampshire 2050 and Corporate Services**

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

Cllr Kirsty North will continue as Cabinet Member for **HR, Performance, Communications and Inclusion and Diverstiy**

## **New Year changes to upholstered seating disposal**

Residents wanting to dispose of upholstered seating at their local household waste recycling centre will see a change introduced in the new year, due to the national requirement for all waste upholstered domestic seating to be separated from other waste and safely disposed of by incineration, in line with Environment Agency guidance. This change will be effective from 1 January 2023.

[New Year changes to upholstered seating disposal | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

## **Pick your top three school preferences when applying for school places in year R and 3**

As the 15 January deadline for school place applications approaches, Hampshire County Council is urging parents of children due to start school in reception year or move to year 3 in a junior school in September 2023 to indicate three school preferences on their application.

[Pick your top three school preferences when applying for school places in year R and 3 | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

## **A solid start for future independence**

A ground-breaking ceremony at Brockenhurst College on 16 December has hailed the official start of a brand new 'Independence Hub for post-16 students with special educational needs and disabilities (SEND)

[A solid start for future independence | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

## **Safe and supportive for all – Hampshire Libraries' national award for work to support communities**

Hampshire County Council's Library Service has gained national recognition for its work to provide a safe and supportive space to people from all communities. Hampshire is the first county-wide library network to gain the 'Library Service of Sanctuary Award' which has been granted by City of Sanctuary UK

[Safe and supportive for all - Hampshire Libraries' national award for work to support communities | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

## **Satisfaction with Hampshire Highways is on the up**

Hampshire residents' satisfaction with how Hampshire County Council maintains the county's 5,500 miles of highway has improved, following the County Council decision to provide additional local funding to try to reduce the impact of the year-on-year reductions in Government funding for local highway maintenance over the past decade

[Satisfaction with Hampshire Highways is on the up | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/satisfaction-with-hampshire-highways-is-on-the-up)

## **Struggling to keep your home warm? Help is at hand**

As more people feel the impact of rising energy costs and increasingly cold weather, Hampshire County Council is reminding those struggling to heat their homes that help is available.

[Struggling to keep your home warm? Help is at hand | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/struggling-to-keep-your-home-warm-help-is-at-hand)

## **Hampshire Youth MP speaks up in Parliament**

Hampshire Youth MP Dev Sharma swapped a school desk for the front bench when he led a debate on the impact of the cost-of-living on young people in the House of Commons

[Hampshire Youth MP speaks up in Parliament | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-youth-mp-speaks-up-in-parliament)

## **Advice for staying safe and well during a cold snap**

Follow these top tips to help yourself and others stay well during the cold snap:

- Heat your home to at least 18°C (65°F) day and night – and keep bedroom windows closed. You may prefer your main living room to be slightly warmer. Help is also available for anyone struggling to heat their homes: [Hitting the cold spots | Health and social care | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hitting-the-cold-spots)
- Use a hot water bottle to keep warm in bed.
- Draw curtains at dusk and keep doors closed to block out draughts.
- Keeping active and wearing layers will help keep you warm. Exercise also has health benefits.
- Try to have at least one hot meal a day. Food is a vital source of energy, which helps to keep your body warm. Warm drinks are a good way to keep warm as well.

- Try to avoid going outside when it is cold and icy. However, if you do need to go out, remember to wrap up warm. If you have an older neighbour or relative, look out for them during winter to make sure they are safe and well. If you are worried about your health or that of somebody you know, ring NHS 111.

For more information visit: [How to stay well in winter - NHS \(www.nhs.uk\)](https://www.nhs.uk)

### **County Council commits to work with local groups to move forward with plans for Titchfield Haven**

Hampshire County Council has committed to work positively with local groups over a potential six-month period to investigate a transfer of Titchfield Haven National Nature Reserve to new ownership

[County Council commits to work with local groups to move forward with plans for Titchfield Haven | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

### **Hampshire Highways ready for the winter**

We are fully prepared for the cold weather. Our salt bins are well stocked, with around 20,000 tonnes of salt available, and our gritter fleet is ready to go. Earlier last year, all of our HGV gritter drivers received specialist driver training to equip them with the necessary advanced driving skills to stay safe in icy conditions.

We all need to make sure that we take extra care and drive according to the weather conditions at all times – even on the roads that have been salted. Please be patient around the salting lorries which need to keep to a maximum speed of 30mph when spreading salt.

There are thousands of blue or yellow salt bins across Hampshire filled for community use. Salt from these bins is for use on public roads and pavements and can be particularly useful to 'join up' salting from the main road, carried out by our salting vehicles, to smaller access roads and pavements. Spreading just one tablespoon of salt (about 20 grammes) is sufficient to treat up to one square metre of road or pavement surface. Please let us know if a salt bin needs refilling. This can be reported via the County Council's website: [Request a salt bin refill | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

Hampshire Highway's dedicated fleet of winter vehicles are all fitted with the latest technology to ensure salting is deposited on the highway accurately and efficiently, including full satellite navigation guidance, automatic salt delivery and dedicated snow ploughs.

Further information on salting routes and community salt bin locations is available on the County Council's web pages: [Hampshire roads during severe weather | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

For advice on clearing snow and ice from pavements yourself visit: [Clear snow from a road, path or cycleway - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Follow our 'gritter twitter' @hantshighways to find out when and where the salting lorries are going out, throughout the winter.

### **Just the ticket – scheme to speed up bus journey times in Portchester completed**

Bus passengers travelling in and Portchester can look forward to more reliable journey times as Hampshire County Council completes work on a scheme to improve priority for buses at Castle Roundabout on the A27.

[Just the ticket – scheme to speed up bus journey times in Portchester completed | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/just-the-ticket-scheme-to-speed-up-bus-journey-times-in-portchester-completed)

### **Services provided by Hampshire County Council include:**

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

### **District, borough and city councils**

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

## **Parish, community and town councils**

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

# Winchester City Councillors January report

## **Election Act 2022 and voter ID**

The forthcoming local elections on the 4th May 2023, will be the 1st to be impacted by the elections act 2022.

Electors will have to show an approved form of photo identification before voting in a polling station or if they do not possess approved ID, produce a free Voter Authority Certificate which will be available from the Electoral Registration Officer.

Photographic ID will include passport, driving license, immigration documents or a PASS ID card. However, this will not include work or student passes and photocopies of ID documents.

The presiding officer will refuse an electoral ballot paper if they have reasonable doubt the ID does not look like the elector, or suspect, the document is forged.

Many of our residents opt for absent voting. Postal voters will need to make a fresh application every three years, instead of the five yearly signature refresh currently. Electors will only be allowed to act as a proxy for up to 4 people, of which no more than 2 can be 'domestic electors. New postal and proxy applications will require identity verification going forward. The changes to absent vote applications are expected to come into force from December 2023 and the online application service is estimated to be available from August 2023.

In summary, for the upcoming local elections the main impact is on voters who will attend polling stations in person and will be required to produce one of the approved forms of ID and if they don't possess one they will need to apply for the Voter Authority Certificate.

The government will be running a campaign starting this month and more detail will be forthcoming shortly.

## **Road closures for coronation (additional reminder from December report)**

Due to the significant number of submissions the council is expecting, [applications for Coronation Party road closures](#) are invited to begin now and they need to be submitted at least 12 weeks in advance so that residents can be confident of getting the legal process completed in time for the event, therefore the final date for submissions is Friday 3<sup>rd</sup> February 2023. Applications after this date will be accepted, but no guarantee can be given they will be processed in time. Another option if you do not want to apply for a road closure would be to celebrate in one of Winchester's beautiful open spaces or parks with your friends and neighbours.

Councillor Neil Bolton, Upper Meon Valley ward  
[Nbolton@winchester.gov.uk](mailto:Nbolton@winchester.gov.uk)

Councillor Hugh Lumby, Upper Meon Valley ward  
[Hlumby@winchester.gov.uk](mailto:Hlumby@winchester.gov.uk)





## OWSLEBURY ACTION PLAN 2023 / 2024

AIM & OBJECTIVES	ACTION
Comment on all planning applications that fall within or impact on the Parish	To ask for extensions from SDNP or Winchester if need to. For all Councillors to have completed the planning course from HALC
Promote Training and on-going support for the Clerk and Councillors	The Clerk to send out all HALC Training sessions to the Councillors monthly
Keep residents up to date with Parish Council news via the noticeboard, website and OIS	Update the notice boards with Parish Council & Councillor details a list of all planned meetings. Update the website with relevant information and use the 'post' function more Use OIS to update the residents and place a copy on the notice board as necessary.
Improve communications with residents	Agree to a Half Yearly Newsletter, a Facebook and Instagram page
Report SLR data quarterly in the Parish Council meetings	Download the data and report this information quarterly at the Parish Council meetings. Potentially set up a SpeedWatch team.
Deliver the Beech Grove pathway improvements	To liaise with Havant Highways.
Resurfacing works for all the play equipment in the Hilly Close playground	Get quotes to re-surface each piece of equipment and draw up a list of equipment and a schedule to resurface each piece of equipment over the next 2 – 3 years.
Provide affordable housing within the village	Work with local groups and the SDNP to provide affordable housing within the village
To carryout maintenance on the benches in the Glebe field	This is in the budget for 2023/24
To repaint the Telephone Box	This is in the budget for 2023/24
Climate Change	To set up a village Climate Change group Write and agree on a Climate Action Plan
To continue towards providing a new Pavilion for the residents	Continue with Pavilion Committee meetings Apply for grants Communicate progress to residents
To start to use the Sports Field for summer 2023	To agree on the cost of the pitch hire To agree on the Terms and Conditions of hire To agree on the booking form
To update the Website	To agree to a new website or update the current one To update the website with contact information for emergencies Update website with ACSO contact details



<p>To register the Sports Field with the Land Registry and all other small plots of land that the Council own or take care of</p>	<p>The Sports Field is in the processes of being registered. To make sure all the plots of land are registered in the next year.</p>
<p>Tender for Greenkeeping</p>	<p>As the Lengthsman scheme is finishing to tender for a greenkeeper at the Play area and Glebe Field and to carry out other jobs for the Council To agree on the specification of works To agree on the Schedule of work To agree on the Tender</p>
<p>Kings Coronation</p>	<p>To pledge to buy a keepsake for all Owslebury Primary School Children To promote any events To pledge money to events</p>
<p>Entrance Gates to Village</p>	<p>To cost this project out and potentially carry out the project in 2024/2025 or 2025/2026 when funds become available</p>

DRAFT

MEETING REPORT: Beech Grove

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 122

Havant Highways have now heard back from HCC's Asset Management team. They are happy with the design and have now approved it.

They can confirm that they have now heard from the statutory undertakers. None of their equipment will impact on the proposed works.

They are now in a position to obtain quotes for the work but before they do so they need confirmation of the status of the land (currently owned by the freeholder of 1 Beech Grove) which will be dedicated as public highway.

I have spoken to Hampshire legal services, and they will send me a quote to set up a s278 which is a dedication of highways, which will mean that the landowner of 1 Beech Grove will dedicate the land to Hampshire highways.

MEETING REPORT: Playground Inspection

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 123 (a)

Winchester City Council have arranged for our annual play area inspections to take place in 2023 (date to be confirmed) by the play inspection company. This is the same company that we used last year and the cost is £51.50 per site. There are also optional extras which you may want to consider:

#### Optional Extras

To carry out Full DDA assessment @ £15.00 per site

To carry out Play Value assessment @ £15.00 per site

To carry out estimated life expectancy assessment @ £7.50 per site

A total cost for all assessments and the inspection is: £89.00

I would recommend that the Council agree to the assessments as this will help on the Councils decision making on the equipment for the next year.

MEETING REPORT: Correspondence from a resident on Rights of Way

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 124 (a)

I have received the following correspondence from a resident:

*I recently told you would be willing to check byways and wide paths for risks regularly. I have spoken to local walkers who are prepared to check paths and report to them to me if pc wish. I could organise this and clear the footpaths/ bridleways.*

My recommendation would be that this could be very helpful as Owslebury have over 60 footpaths and byways. I would suggest that the Council ask Hampshire Countryside if this is something that the Council are allowed to do before a decision is made.

The Council could write to residents to ask them to report any Rights of Ways problems to me and log it on Hampshire Countryside's website. I could keep a list of problems and depending on the problem ask the resident to help clear the problem.

I would suggest that before any works are carried out that the resident asks for permission from the landowner and asks the landowner to send confirmation to me, if confirmation is not received the resident would not be able to carry out any works. If they are unable to contact and/or get permission from the landowner I would contact Hampshire Countryside and ask them to contact the landowner for permission.

The resident would also need to hold a £5 million public liability insurance, that the Council would need a copy of and the residents and any landowners understand that the Council would not be responsible for any works carried out by the resident.

The Council could consider putting an advert out for volunteers for more Footpath Wardens. Training is available from Hampshire Countryside please see the following website:  
<https://www.hants.gov.uk/jobs/volunteering/volunteeringopportunities/footpathwarden>

Owslebury Parish Council  
2022/23

PAYMENTS	Amount (£)	Payee	Payment Type
113	16.87	IONOS Website	DD
114	16.00	3 (Phone)	DD
115	21.25	OPMC - Hall Hire Dec	
116	5.80	Tesco (Paper)	CC
117	135.36	Microsoft 365	CC
118	438.40	Clerks Salary - Dec	
119	62.25	Clerks Expenses - Dec	
120	109.60	HMRC	
121	20.00	Chairmans Allowance Q3	
122	100.00	Newsletter Grant	
123	899.10	Swanmore PC (ACSO) - Dec	

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
10	36.81	Insurance Refund	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/12/2022

CASH BOOK BALANCE		£	£
Balances 1st April 2022			23,938.59
income			35,768.75
expenses			-33,404.62
<b>CASH BOOK BALANCE</b>			<b>26,302.72</b>
add u/p cheques			1,807.76
less o/s receipts			-45.00
Control total			<u>28,065.48</u>
<b>BANK STATEMENTS</b>			
Treasurers account	28,065.48		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			<u>28,065.48</u>
Difference			<u>-0.00</u>

2. SHORT TERM DEPOSIT

Lloyds 1 year (start 27/01/22)

50,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

76,302.72

MEETING REPORT: Deposit Account

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 125 (c)

The Council currently have £50,000.00 invested in a short term deposit account which runs for a year. In this time the Council cannot access this money. I will expect a £50.00 return on this investment this year.

I would recommend that the Council invest £25,000.00 this coming year as I believe that the Council will need to use some of this money to pay for the Beech Grove pathway improvement if the grant funding is not successful.

MEETING REPORT: Training Cost for CiCLA

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 125 (d)

I have recently left Whitchurch Town Council and they have covered the cost of the course fees for the CiLCA training course which are as follows:

HALC:	4 Training Sessions:	£408.00 (VAT has been recovered by WTC)
SLCC:	CiLCA Course Fees:	£410.00
Juanita Madgwick	Mileage to course:	£32.50
Total:		<b>£850.50</b>

As I have left within a year of starting the course, I am contracted to pay back 75% of the course fees which is £562.50. I am requesting that Owslebury Parish Council to pay the £562.50 course fees that I owe to Whitchurch Town Council.

I will be continuing studying towards this qualification and will qualify by August 2023. This will benefit Owslebury Parish Council and the residents to have a qualified Clerk working for them.

In my contract it states:

*'It is essential that officers of the Council maintain up to date knowledge of their function and duties. To this end the Council will expect and support your necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours. In addition, reasonable agreed time for study in paid working hours will be given.'*

In the Training and Development policy it states:

*Clerk*

*The council will encourage the Clerk to:*

- *Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and*
- *Participate in local clerks' forums and event*

*They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include minute-taking, finance, planning, allotment management, cemetery management and health and safety.*

*As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff have access to the HALC calendar of training and can arrange to attend events. Relevant additional training may be requested at any time.*

*Training may also be available on current issues through 'webinars', on-line modules and discussion forums.*



Owslebury Parish Council  
 Estimated outcome for 2022/23 and  
 Budget for Financial Year April 2022 - March 2023

<u>Income</u>	Actual Receipts 19/20	Actual Receipts 20/21	Budget Receipts 21/22	Actual Receipts 21/22	Budget Receipts April - March 2022/23	Actual Receipts 22/23
	£	£	£	£	£	£
<b>Precept</b>	22,316	23,816	28,579	28,579	29,722	29,722
<b>Council Tax Support</b>						
<b>CIL Money</b>		3,951				
Ring fenced Xmas lights		635		250		975
Ring fenced other						
Ring fenced Eastleigh	3,890					
General donations	333			50		69
Sports Club	305	310	300	45		
Play Area Income	171					
<b>Sub Station Rent</b>	100	100	100	100	100	100
<b>Insurance Refund</b>				55		1,275
<b>SSE Refund</b>						532
<b>Interest Received</b>						
<b>Fixed deposit</b>	301	316	300	50	150	
<b>Fixed assets sale</b>						
<b>VAT Refund</b>				3,893		3,096
<b>Total Receipts</b>	<b>27,416</b>	<b>29,128</b>	<b>29,279</b>	<b>33,022</b>	<b>29,972</b>	<b>35,769</b>

<u>Expenditure</u>	Actual Expenses 19/20	Actual Expenses 20/21	Budget Expenses 21/22	Actual Expenses 21/22	Budget expenses April - March 2022/2023	Actual Expenses to 22/23	Against Budget %
<b>Staff Costs</b>							
Clerk's Net Salary	4,994	4,821	5,750	5,085	5,750	3,986	69
Income Tax	1,198	1,205	1,440	1,271	1,440	996	69
Employers NI (13.8%)					0		
Clerk's pension					0		
Clerk's travel	134	16	150	103	150	59	39
ACSO	1,574	8,414	8,700	9,248	8,900	7,516	84
<b>Administration / General Expenditure</b>							
Chairman's Expenses	80	80	100	80	100	60	60
Councillors Expenses	20	0	50	0	50	0	
Clerk & Councillors Training	200	0	350	95	350	354	101
Publications	112	120	30	0	50	0	
Photocopying	0	0	50	0	0	0	
Postage	33	0	30	12	30	13	43
Clerk's Broadband Allowances	196	152	200	242	120	108	90
Clerk's Working from Home Allowances	125	125	125	125	125	94	75
Telephone					160	121	76
Stationary	215	135	250	114	250	127	51
Meeting Expenses	318	141	550	370	400	222	56
Insurances	740	750	1,200	782	1,000	583	58
Audit	405	415	500	420	500	435	87
Office Equipment	94	0	100	670	700	358	
Website	306	299	350	359	360	286	80
Credit Card	32	32	32	32	32	32	100
PO Box	285	294	300	300	325	315	97
Land Registry					0	3	
<b>General Maintenance</b>							
Grass Cutting	1,620	1,860	3,500	2,615	3,500	1,225	35
Dog Waste Collections	660	885	750	660	700	390	56
Play Area Repairs & Inspections	667	2,185	1,000	79	1,000	1,079	108
Street Lighting	118	82	250	274	500	266	53
General Maintenance / Repairs	216	265	500	261	500	86	17
Election costs					50	0	
Tree Works		0	500	2,150	500	320	64
Lengthsman scheme		56	100	56	60	0	
Community Assets			0	1,012	0	1,240	
<b>Pavilion</b>							
Water					100		
Electricity					100		
Maintenance Costs					100		
Pavilion Maintenance					6,300	6,300	100
<b>Subscriptions</b>							
Hampshire Accisiation of Local Councils (HALC)	280	270	350	294	300	296	99
Society of Local Council Clerks (SLCC)					250	230	92
Winch. District Ass'n o Local Councils		35	35				
Hants. Playing Fields Association	40	45	45				
Council for Protection of Rural England (CPRE)	36	36	40	36	40	36	90
Information Commissioner	35	35	40	35	40	35	88
Parish Online	75	75	75	75	75		
Survey Monkey				320			
<b>Grants</b>			1,500		1,500		97
St Andrew's Church	400	525				400	

Morestead Church	200	200		200				
Owslebury Newsletter							100	
Christmas Lights								
Winchester CAB	250	250		250			250	
OMCA		240					500	
Christmas Lights								
Hampshire Archive				200				
OMPHC				850				
ADD	3,890							
OSCC	100						200	
Hampshire & Isle of Wight Trust	100							
<b>Community Projects</b>			5,000	2,289	5,000	1,357		27
Playarea Works			2,500		2,500			0
Bollard for Footpath31		292						
Red Lane		850						
Other Community Projects	3,200	58						
<b>VAT Paid</b>				3,209		3,426		
<b>Total Expenses</b>	<b>22,946</b>	<b>25,243</b>	<b>36,442</b>	<b>34,172</b>	<b>43,907</b>	<b>33,405</b>		
Net Surplus/(Deficit)		3,885	-7,163	-1,150	-13,935	2,364		

RESERVES	2019/20	2020/21	2021/22	2022/23
Opening reserves at beginning of financial year 1st April	67,931	68,520	75,089	73,939
Net surplus/deficit for financial year	589	2,692	-1,150	-13,935
Closing reserves at 31st March	<u>68,520</u>	<u>71,212</u>	<u>73,939</u>	<u>60,004</u>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
<b>Ring fenced</b>	
Xmas lights (public funding)	2,159.57
Xmas lights (private funding)	0.00
Community bus (private funding)	61.15
Playground fund raising	5.27
Lengthsman Scheme	0.00
WW1 & DD Day events	248.00
EBC Project	0.00
CIL Money	1,662.56
Total ring fenced	<u>4,136.55</u>
<b>Ear marked</b>	
Community projects	25,000.00
Election costs	1,000.00
Play ground repairs and refurb	3,500.00
Play equipment replacement	17,500.00
Legal and planning fees	2,500.00
Total ear marked	<u>49,500.00</u>
<b>General reserve</b>	6,367.45
<b>Total reserves</b>	60,004.00

MEETING REPORT: Budget Monitoring Report

DATE: 16/01/23

WRITTEN BY: The Clerk

AGENDA ITEM: 125/d

After reviewing the actual to budget expenditure up to 31 December, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 75%.

<b>Budget heading</b>	<b>Explanation</b>
<b>Staff Costs</b>	
ACSO (+ £100)	Due to pay increase
<b>Admin Costs</b>	
Credit Card (+15%)	Credit Card Fees paid in full in April
PO Box (+15%)	PO Box Fees paid in full in August
Clerk and Councillors Training (+15%)	Due to new Councillors joining and completing the new Cllrs training
<b>General Maintenance</b>	
Play Area Repairs and Inspections (+15%)	Play Area repairs and removal of vegetation
<b>Pavilion</b>	
Pavilion Maintenance (+15%)	Payment for pavilion to be removed after the fire
<b>Subscriptions</b>	
HALC (+15%)	Subscription paid in full in April
SLCC (+15%)	Subscription paid in full in September
<b>Grants</b>	
Grants (+15%)	Due to an increase in grant requests

The Council have also spent money on the following items that were not included in the budget.

£1,240 on a new telephone box door to replace the one that was damaged in the storm in February. However, this was claimed back through the insurance claim.

Owslebury Parish Council  
 Estimated outcome for 2022/23 and  
 Budget for Financial Year April 2023 - March 2024

<u>Income</u>	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts to Nov 21/22	Budget Receipts 2022/23	Actual Receipts to Dec 2022/23	Projected Receipts 2022/23	Budget Receipts 2023/24	Comments
	£	£	£	£	£	£	£	
Precept	22,316	23,816	28,579	29,722	29,722	29,722		
Council Tax Support								
CIL Money		3,951						
Ring fenced Xmas lights		685	250		975	975		
Ring fenced other								
Ring fenced Eastleigh	3,890							
General donations	333		50		69	69	50	
Sports Club	305	310	45					
Play Area Income	171							
Sub Station Rent	100	100	100	100	100	100	100	
Insurance Refund			55		1,275	1,275		
SSE Refund					532	532		
Interest Received								
Fixed deposit	301	316	50	150		50	50	
Fixed assets sale								
VAT Refund	1,160	1,091	3,893		3,096	4,500		
<b>Total Receipts</b>	<b>28,576</b>	<b>30,269</b>	<b>33,022</b>	<b>29,972</b>	<b>35,769</b>	<b>37,223</b>	<b>200</b>	

<u>Expenditure</u>	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses to Nov 21/22	Budget Expenses 2022/2023	Actual Expense (Dec 22) 2022/2023	Projected Expenses 2022/2023	Budget Expenses 2023/2024	Comments
<b>Staff Costs</b>								
Clerk's Net Salary	4,994	4,821	5,085	5,750	3,986	5,300	5,800	Decreased from £6,200 - recalculated
Income Tax	1,198	1,205	1,271	1,440	996	1,106	1,500	
Clerk's travel	134	16	103	150	59	74	150	
ACSO	1,574	8,414	9,248	8,900	6,756	10,200	11,000	
<b>Administration / General Expenditure</b>								
Chairman's Expenses	80	80	80	100	60	80	80	
Councillors Expenses	20			50			50	
Clerk & Councillors Training	200		95	350	354	1,019	400	
Publications	112	120		50			50	
Postage	33		12	30	13	20	30	
Clerk's Broadband Allowances	196	152	242	120	108	139	150	
Clerk's Working from Home Allowances	125	125	125	125	94	125	125	
Telephone				160	121	161	180	
Stationary	215	135	114	250	127	180	250	
Meeting Expenses	318	141	370	400	222	336	450	
Insurances	740	750	782	1,000	583	583	700	
Audit	405	415	420	500	435	435	500	
Office Equipment	94		670	700	303	358	350	
Website	306	299	359	360	286	370	400	
Credit Card	32	32	32	32	32	32	32	
PO Box	285	294	300	325	315	315	400	
Street Lighting	118	82	274	100	266	266		
Land Registry					3	10	20	Decreased from £50
Election Costs				50				
Shredding					55	55	60	Decreased from £100
<b>General Maintenance</b>								
Grass Cutting	1,620	1,860	2,615	3,500	1,225	2,000	5,000	

Dog Waste Collections	660	885	660	700	390	660	800
Play Area Repairs & Inspections	667	2,185	79	1,000	1,079	1,172	5,000
General Maintenance / Repairs	216	265	261	500	86	100	500
Tree Works			2,150	500	320	320	500
Lengthsman scheme		56	56	60	0	0	
Community Assets Maintenance			1,012		1,240	1,240	1,500
Playarea Works				2,500			
<b>Subscriptions</b>							
Hampshire Association of Local Councils (HALC)	280	270	294	300	296	296	320
Society of Local Council Clerks (SLCC)				250	230	230	250
Winch. District Ass'n o Local Councils							
Hants. Playing Fields Association	40						
Council for Protection of Rural England (CPRE)	36	36	36	40	36	36	40
Information Commissioner	35	35	35	40	35	35	40
Parish Online	75	75	75	75		75	75
Survey Monkey			320				
<b>Grants</b>							
St Andrew's Church	400	525		1,500	400	1,500	2,000
Morestead Church	200	200	200		100		
Owslebury Newsletter							
Christmas Lights							
Winchester CAB	250	250	250		250		
OMCA		240			500		
Christmas Lights							
Hampshire Archive			200				
OMPHC			850				
ADD	3,890						
OSSC	100				200		
Hampshire & Isle of Wight Trust	100						
<b>Community Projects</b>							
Speed Sign	3,200	58		5,000		1,500	
Bollard for Footpath31		292					
Red Lane Re surfacing		850					
Topography Survey & Desgin Beech Grove			2,289				
Notice Board					1,357		
Play Area Painting							1,000
Benches (Glebe Field) x 3							2,000
Footpath Improvement (Beech Grove)							15,000
Coronation							500
Repainting of Telephone Box							300
<b>Pavilion</b>							
Water				100		50	
Electricity				100		50	
Maintenance				100		50	
Removal of Pavilion					6,300	6,300	
<b>VAT Paid</b>							
	1,164	2,414	3,209		3,287	4,000	
<b>Total Expenses</b>	<b>24,110</b>	<b>27,577</b>	<b>34,172</b>	<b>37,207</b>	<b>32,505</b>	<b>40,778</b>	<b>57,502</b>
Net Surplus/(Deficit)	4,465	2,692	-1,150	-7,235	3,264	-3,555	-57,302

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,384
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,555	-57,302
Closing reserves at 31st March	72,396	75,088	73,938	70,384	13,082

## DRAFT PRECEPT SUGGESTIONS 2023 /2024

			Increase per month for Band D
Precept Request the same	£	29,722.00	£
Tax Base		<b>397.56</b>	
Band D		74.76	
Band D Increase		<b>-0.91</b>	
Shortfall		27,580.00	0.00
Precept Request + 10%	£	32,694.20	
Tax Base		<b>397.56</b>	
Band D		82.24	
Band D Increase		6.57	0.55
Shortfall		24,608.00	
Precept Request + 20%		35,666.40	
Tax Base		<b>397.56</b>	
Band D		89.71	
Band D Increase		14.04	1.17
Shortfall		21,636.00	
Precept Request + 30%		38,638.60	
Tax Base		<b>397.56</b>	
Band D		97.19	
Band D Increase		21.52	1.79
Shortfall		18,663.00	
Precept Request + 35%		40,124.70	
Tax Base		<b>397.56</b>	
Band D		100.93	
Band D Increase		25.26	2.11
Shortfall		17,177.00	
Precept Request		57,502.00	
Tax Base		<b>392.78</b>	
Band D		155.38	
Band D Increase		79.71	6.64
Shortfall		0.00	

PRECEPT PREVIOUS YEARS								
Year	23/24	22/23	21/22	20/21	19/20	18/19	17/18	16/17
Precept		29,722.00	28,579.00	23,816.00	22,316.00	22,316.00	21,800.00	21,800.00
Tax Base	397.56	392.78	393.15	392.22	389.71	388.17	386.69	382.66
Band D		75.67	72.69	60.72	57.26	57.49	56.38	56.97
Band D Increase		2.98	11.97	3.46	<b>-0.23</b>	1.11	<b>-0.59</b>	

# Owslebury and Morestead Parish Council Community Emergency Plan

Plan updated February 2022

Plan updated January 2023

**If you are in immediate danger call 999**

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## Plan distribution list

Name	Role	Phone number/email address
Hampshire and Isle of Wight Local Resilience Forum	Community Resilience Group	<a href="https://www.hants.gov.uk/community/localresilienceforum">https://www.hants.gov.uk/community/localresilienceforum</a> Email: <a href="mailto:HIOWLRF@hants.gov.uk">HIOWLRF@hants.gov.uk</a> Phone: 01962 846 846
Hampshire Police		101
Emergency Planning dept Hampshire County Council		Email: <a href="mailto:epoffice@hants.gov.uk">epoffice@hants.gov.uk</a> Phone: 01962 846 846
Neil Jenkins	Senior emergency planning officer HCC	<a href="mailto:Neil.jenkins@hants.gov.uk">Neil.jenkins@hants.gov.uk</a> 01962 846184/ M:07957932591
Eve Pritchard	Emergency Planning Officer	<a href="mailto:Eve.Pritchard@hants.gov.uk">Eve.Pritchard@hants.gov.uk</a>
WCC & HCC COVID-19 Helpline		0333 370 4000 9am – 5pm Mon-Fri 10am – 3pm Sat & Sun
Rob Humby	County Councillor	<a href="mailto:rob.humby@hants.gov.uk">rob.humby@hants.gov.uk</a> 01962-777673 / 07795615616
Neil Bolton	District Councillor	<a href="mailto:nbolton@winchester.gov.uk">nbolton@winchester.gov.uk</a>
Hugh Lumby	District Councillor	<a href="mailto:hlumby@winchester.gov.uk">hlumby@winchester.gov.uk</a>
John Chapman	Councillor	<a href="mailto:Cllr.Chapman.opc@gmail.com">Cllr.Chapman.opc@gmail.com</a>
Will Martin	Councillor	<a href="mailto:Cllr.Martin.opc@gmail.com">Cllr.Martin.opc@gmail.com</a>
Astrea Hurlock	Councillor	<a href="mailto:Cllr.Hurlock.opc@gmail.com">Cllr.Hurlock.opc@gmail.com</a>
Yassir Mahmood	Councillor	<a href="mailto:Cllr.Mahmood.opc@gmail.com">Cllr.Mahmood.opc@gmail.com</a>
Simon Grinstead	Councillor	<a href="mailto:Cllr.Grinstead.opc@gmail.com">Cllr.Grinstead.opc@gmail.com</a>
Mark Egerton	Councillor	<a href="mailto:Cllr.Egerton.opc@gmail.com">Cllr.Egerton.opc@gmail.com</a>
John Foster	Councillor	<a href="mailto:Cllr.Foster.opc@gmail.com">Cllr.Foster.opc@gmail.com</a>
Juanita Madgwick	Clerk to Owslebury Parish Council	<a href="mailto:owsleburyparishcouncil@gmail.com">owsleburyparishcouncil@gmail.com</a> 07869 814452



## Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<p>The most likely emergency in the Parish relates to flooding. The areas of flood are generally the Morestead Road, Hazeley Pond, Owslebury Bottom and Hensting – the danger to homes is mainly at Hazeley Pond, Owslebury Bottom and Hensting (Cottages). Other flooding occurs by the Whaddon Lane ditch and by the Hurst Lane culvert. However there is little danger to homes.</p>	<ul style="list-style-type: none"> <li>• Lanes blocked; residents may require assistance with transport/supplies</li> <li>• Flooding of homes</li> <li>• Contamination through flooding of septic tanks/residents may require portable toilets/children need to be discouraged from playing with flood water</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor bore level reading by Twyford team and work closely with them</li> <li>• Encourage residents to improve home flood defences</li> <li>• Keep ditches clear and enlarge</li> <li>• Keep residents informed using Owslebury Information Service and Facebook</li> <li>• Source pumps and sandbags</li> <li>• Establish Parish Hall as flood control point</li> <li>• Work with local emergency responders</li> </ul>
<p>Storm damage: Owslebury and Morestead Parish has many trees in all parts of the Parish and is susceptible to storm damage.</p>	<ul style="list-style-type: none"> <li>• Lanes blocked.</li> <li>• Property damage.</li> <li>• Potential danger to life.</li> </ul>	<ul style="list-style-type: none"> <li>• Pressure Hampshire Highways and landowners to check health of trees and undertake work on a timely basis to remove dead wood.</li> <li>• Establish Parish Hall as control point and, if needs be, potential temporary sanctuary for those whose homes are severely damaged.</li> <li>• Work with local emergency responders.</li> </ul>
<p>Other risks:</p> <p>Major traffic accident within Parish resulting in many injuries and blocked roads.</p> <p>Air crash on village causing damage to property and blocked roads.</p> <p>Major fire destroying parts of village</p>	<ul style="list-style-type: none"> <li>• Largely as above</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Parish Hall as control point and, if needs be, potential temporary sanctuary for those whose homes are severely damaged.</li> <li>• Work with local emergency responders.</li> </ul>

## Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Parish Hall	Main Road, Owslebury SO21 1LU	Control centre/ medium car parking facilities  Additional parking on Glebe field	Jo Hartley: 01962 777586  Jonathon Aubrey-Smith: 07733261200
Air Ambulance		Safest place: Sports Field SO21 1LL  Or possibly Glebe Field SO21 1LU	Juanita Madgwick  07869 814452
Defibrillator	Parish Hall  Main Road, Owslebury SO21 1LU		Ready for use in emergency

## List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Accredited Community Safety Officer	Gary McCulloch	07442 156124
Community Information Volunteer	Cathy Fox - Organiser	01962 77545
Owslebury and Morestead Community Association	Carol Chaplin Rogers (Chair)	01962 777494
Owslebury Primary School	Mr J Flynn Head Teacher Mrs K Lancaster: Admin Officer	01962 777452

## Activation triggers

### Flood

1. On notice of springs flowing along route from Cheesefoot Head
2. On notice that borehole readings indicate potential flood.
3. On receipt of flood warning from Environment Agency
4. On receipt of call from Hampshire County Council Emergency Planning Duty Officer.

### Storm

5. On notice of very high winds from local weather forecast.
6. On receipt of call from Hampshire or Winchester County Council Emergency Planning Duty Officer or Emergency Services.

### Other

7. On notice of National or Local Lockdown from the Local or National Government.
8. On notice of major disaster in parish involving many homes and/or casualties.
9. On instruction from Hampshire or Winchester County Council Emergency Planning Duty Officer, or Emergency Services.

## Local skills and resources assessment

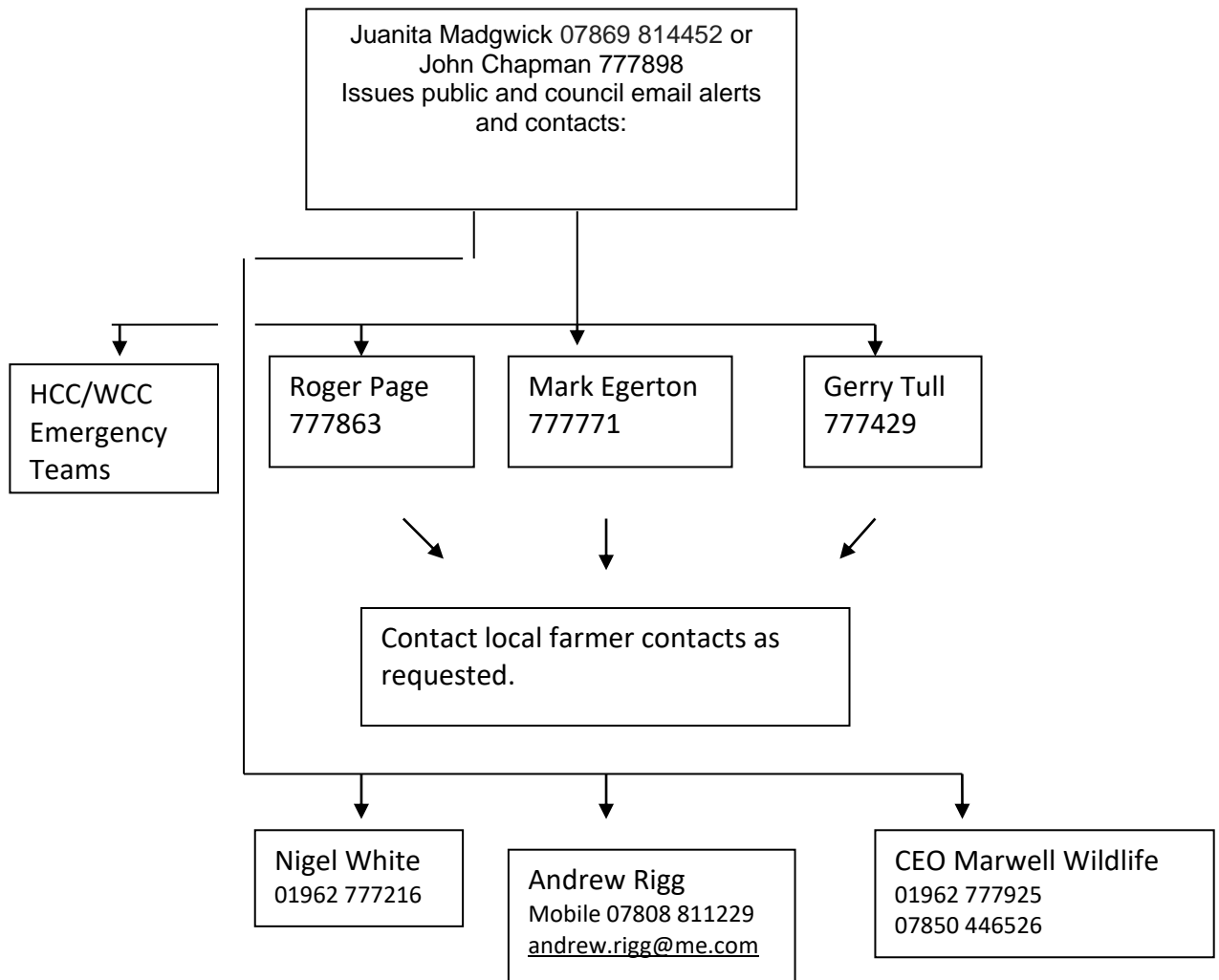
Skill/Resource	Who?	Contact details	Location
Tow trucks	Nigel White	<a href="mailto:owsleburygarage@aol.com">owsleburygarage@aol.com</a> 01962 777216	Whaddon Lane
Tractor+4x4	Gerry Tull	<a href="mailto:gerrytull99@gmail.com">gerrytull99@gmail.com</a> 01962 777429	The Old Mill Main Road
Tractors	Local farmers as necessary (refer to telephone tree)	Via Juanita Madgwick <a href="mailto:owsleburyparishcouncil@gmail.com">owsleburyparishcouncil@gmail.com</a> 07869 814452 Or Mark Egerton <a href="mailto:mgegerton@aol.com">mgegerton@aol.com</a> 01962 777771 Or Gerry Tull (as above) Or Roger Page (as below)	Boyes Barn, Whites Hill
4x4	Roger Page	<a href="mailto:roger@grayswoodcarriagedriving.co.uk">roger@grayswoodcarriagedriving.co.uk</a> 01962 777863	Low Hill Farm
Pumps		Altonpumps.com <a href="mailto:phey@altonpumps.com">phey@altonpumps.com</a> 07900 984406 Four Marks. just off of the A31 Alton - Winchester Road, on Hazel Road behind the parade of shops.	
Plumbing Heating & Electrical Engineers  Builder	Russtec  Darren Hitchins  Other local contractors	Tel: 05603 220321 Mobile: 07973220321  <a href="mailto:quotes@thehonestbuilder.co.uk">quotes@thehonestbuilder.co.uk</a> 07739352899  As advised by Councillors	
Medical	Twyford Surgery	01962 712906	
Tree surgeons	David Hodgson	D Hodgson Tree and Landscape Services 02380 693227  <a href="http://dhodgsonstreeandlandscape.weebly.com">dhodgsonstreeandlandscape.weebly.com</a>	

	Nigel Paddington	NP Tree Surgeons www.nptreesurgeons.com/ Mobile 07884 326 810 Phone 02380 322 462 email <a href="mailto:enquiries@nptreesurgeons.co.uk">enquiries@nptreesurgeons.co.uk</a>	
Recommended One stop shop	Flood Fortress	<b>DUREY CASTINGS WESTERN &amp; THE ISLES,</b> A3 Knowle Village Business Park, Mayles Lane, Fareham Hampshire PO17 5DY  T: 07775 947948 F: 01329 448135 E: <a href="mailto:Trevor@dureycastings.co.uk">Trevor@dureycastings.co.uk</a>  <a href="http://www.floodfortress.co.uk">http://www.floodfortress.co.uk</a>	

## Emergency contact list – Emergency Committee

Photo	<b>Name:</b> Juanita Madgwick
	<b>Title:</b> Parish Clerk
	<b>24hr telephone contact:</b> 07869 814452
	<b>Email:</b> <a href="mailto:owsleburyparishcouncil@gmail.com">owsleburyparishcouncil@gmail.com</a>
	<b>Address:</b> PO Box 783 Winchester SO23 3RD
Photo	<b>Name John Chapman</b>
	<b>Title:</b> Parish Council Chairman
	<b>24hr telephone contact:</b> 01962 777898
	<b>Email:</b> Cllr.chapman.opc@gmail.com
	<b>Address:</b> Oak Tree Cottage, Hurst Lane, Owslebury SO21 1JQ
Photo	<b>Name Will Martin</b>
	<b>Title:</b> Parish Councillor
	<b>24hr telephone contact:</b> 01962 777692
	<b>Email:</b> Cllr.martin.opc@gmail.com
	<b>Address:</b> Hensting Valley Farm, Hensting Lane, Owslebury SO21 1LE
Photo	<b>Name Mark Egerton</b>
	<b>Title:</b> Parish Councillor
	<b>24hr telephone contact:</b> 01962 777771
	<b>Email:</b> mgegerton@aol.com
	<b>Address:</b> Boyes Barn, Whites Hill Owslebury

## Telephone tree



First steps in an emergency

	Instructions	Tick
1	Establish link with Winchester Emergency Planning Centre (if set up) and with Twyford Emergency Team	
2	Inform Owslebury Emergency Group	
3	Issue Owslebury Information System message and Facebook message to keep community informed of developments	
4	Establish contact with homes likely to be affected by flooding at Hazeley Pond, Owslebury Bottom and Hensting, or affected by storm damage or other risks.	
5	<p>Flood: Determine immediate need for sandbags, pumps and portaloos and source from Hampshire Highways or Winchester Emergency Planning Centre. Use Parish Hall as holding point.</p> <p>Storm: Establish immediate need for removal of trees on key lanes, significant property damage with residents requiring immediate refuge in Parish Hall.</p>	



## Community Emergency Group first meeting agenda

Date:  
Time:  
Location:  
Attendees:

### 1. What is the current situation?

#### Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

#### Are there any vulnerable people involved?

- Elderly
- Families with children

#### What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

### 2. Establishing contact with emergency responders

### 3. How can we support the emergency services?

### 4. What actions can safely be taken?

### 5. Who is going to take the lead for the agreed actions?

### 6. Any other issues?

## Establishing contact with emergency responders

The Emergency Planning Team at [epoffice@hants.gov.uk](mailto:epoffice@hants.gov.uk) and [community.resilience@hants.gov.uk](mailto:community.resilience@hants.gov.uk)

Neil Jenkins HCC Emergency Planning Officer E: [Neil.jenkins@hants.gov.uk](mailto:Neil.jenkins@hants.gov.uk)

T: 01962 846184 M: 07957932591

## USEFUL CONTACTS

Name of contact	Number
Environment Agency Flood line	0845 988 1188 (for Twyford and Hensting flood update select option 1 and then enter quick dial code 0122635)
National Flood Forum (flood defense advice)	01299 403 055
Environment Agency Flood Line	0345 988 1188 (24 hours)
South Central Ambulance Service	Twitter: @SCAS999
HCC (Mon-Fri 8am-8pm; Sat 9am-4pm)	0845 603 5638 Twitter: @hantsconnet
HCC Emergency Planning	01962 846846
Electricity emergency	0800 072 7282 Power Cut Call: 105
WCC (Mon-Thur 8.30am-5pm; Fri 8.30am-4.30pm)	01962 840 222
WCC Emergency (Out of hours)	01962 865 407
Southern Water	0330 303 0368 Twitter: @southernwater
British Gas	0800 111 999 Twitter: @BritishGas
BBC Radio Solent (regular updates in crisis situations)	96.1FM & 103.8FM
Police HQ	08450 454 545 Twitter: @HantsPolice
Hampshire Fire and Rescue	02380 644000 Twitter: @Hants_fire

# Moving Speed Indicator Device Risk Assessment

Adopted by the Council: 26<sup>th</sup> July 2021

Reconfirmed: 16<sup>th</sup> January 2023

	<b>HIGH RISK</b>		<b>MEDIUM RISK</b>	<b>LOW RISK</b>
--	------------------	--	--------------------	-----------------

Activity	Hazard and Risk	Person or Property at Risk	Level of Risk	Control Measures
Loading and Transit	Lifting of SLR sign into car	Volunteers		To use safe lifting techniques.
	Movement of SLR sign in car	SLR Device		To secure SLR Device in car.
Set up working area	Personal Injury	Volunteers		Ensure 2 people are present to set up device. Ensure appropriate footwear and clothing is worn.
	Inclement weather	Volunteers		Ensure appropriate clothing is worn.
	Traffic Awareness	Volunteers		Ensure High Viz jackets are worn.
Access and Egress	Traffic Conflict	Volunteers & Public		Locations to be accessed from off-road parking where possible.
	Vehicle Impact	Volunteers & Public		Traffic warning signs and cones to be placed appropriately in road and around working area. All volunteers to wear high viz jackets. Vehicles parked on the highway to display hazard warning lights.
Working on the Highway	Slips, Trips & Falls	Volunteers		Assess ground conditions before placing device and equipment. Extra care to be taken on uneven ground.



				Beware of trip hazards such as litter, vegetation or debris on site.
Installation	Working at height	Volunteers		Ensure ladder if used a securely in place. One volunteer to stabilise ladder.
	Manual Handling	Volunteers		Use safe lifting techniques. Ensure correct tools are used for fixing the device. Gloves to be worn for added grip.
	Faulty Mounting	Volunteers & Equipment		Ensure pole is stable. Check fixings are in good order (not loose, rusted or missing).
	Weight of Battery	Volunteers & Equipment		Ensure battery is in correct position before lifting into the SID device. Ensure safe lifting techniques. Ensure ladder is in a secure place and one volunteer to stabilise the ladder when lifting battery into device.

# Sports Ground Risk Assessment

Adopted by the Council 26<sup>th</sup> July 2021

Reconfirmed: 16<sup>th</sup> January 2023

	<b>HIGH RISK</b>		<b>MEDIUM RISK</b>		<b>LOW RISK</b>
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Hazard and Risk	Person or Property at Risk	Level of Risk	Control Measures
Access for Emergency vehicles	Players & Visitors		No vehicles to park over the entrance to the Sports Field.
Injury during matches	Players & Visitors		Matches properly regulated Players selected to play at appropriate level Players to be made aware of level of club’s insurance Player’s to be encouraged to take out personal insurance should the club’s insurance not meet their needs if injury prevents them from working etc
Tripping, slipping or being hit by the ball due to bumpy or wet outdoor playing surface	Players & Visitors		Maintain playing surface in good condition  Check that the playing area is safe and free from obstacles and spectators are at a safe distance
Player with a medical condition	Players		Participants encouraged to disclose any injury or medical conditions before activity starts
Players getting injured because they have not warmed up correctly	Players		Participants encouraged to warm up and cool down and to wear appropriate clothing (including protection from the sun)



Lack of suitable equipment	Players		<p>Players wear appropriate protective equipment</p> <p>If Playing cricket all players Under 18 must wear a helmet whilst batting and wicket keeping whilst standing up to the stumps</p>
Dehydration	Players		<p>Players encouraged to keep hydrated</p> <p>Players encouraged to place drinks on the boundary whilst in the field</p> <p>Remove player to cool conditions. Seek medical attention if required</p>
Sunburn	Players		<p>Apply sun cream regularly</p> <p>Seek medical attention if required</p>
Jewellery/ Phones	Players		<p>Remove all jewellery before playing and kept in a secure place or in the possession of a responsible person.</p> <p>Keep phones in a secure place or in the possession of a responsible person.</p>
Spectators hit by ball	Visitors		<p>Public kept away from playing areas</p> <p>Spectators to watch from outside of the boundary</p> <p>The boundary will be clearly marked</p>
Not having Public liability insurance of at least £5 million	Club		<p>Insurance policy maintained</p> <p>If a Sports Club is hiring ground they need to provide proof of insurance to the Clerk when making the booking.</p>
Lack of a First Aid Kit	Club		Well stocked First-Aid kits available from club that is using the ground
Public (outside of ground) injured by balls	Members of the public		Suitable level of Public Liability Insurance of £5 million
Vehicles damaged by balls	Players/ Visitors/ members of the public		Sign stating 'Vehicles Parked at Owner Risk' located on the entrance to the ground



			Suitable level of Public Liability Insurance of £5 million Cars to be parked away from boundary line
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# Owslebury Parish Council Data Protection Policy

Adopted by the Council on January 2023

Reconfirmed on 13 December 2021

Reviewed and Adopted 16 January 2023





## 1. The General Data Protection Regulation 2018

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018. It replaced the existing law on data protection (Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by Councils. Local Councils and parish meetings must comply with its requirements, just like any other organisation.

## 2. The purpose of the GDPR are:

- To increase the obligations on organisations when acting as data controllers and processors.
- To increase the rights of individuals to ensure that their personal data is respected and only used for legitimate purposes

## 3. Definitions:

**Personal Data** – is any information about a living individual which allows them to be identified from that data such as name, address, email address, photograph.

**Data Controller** – is the person or organisation who determines how and what data is processed i.e. Owslebury Parish Council.

**Data Processor** – is the person(s) or firm that process the data on behalf of the data controller.

**Data Subject** – is the individual about whom the personal data is processed.

**Data Protection Compliance Officer** – is the individual with responsibility for ensuring data protection compliance.

**Consent** – is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be given freely, provided on an opt-in basis rather than opt-out.

## 4. The Council's Commitment

As a local authority and a data controller, Owslebury Parish Council will comply with the underlying principles that personal data: -

- a) Must be processed lawfully, fairly and transparently.
- b) Is only used for a specific, legitimate processing purpose that the data subject has been made aware of and no other purpose, without further consent.
- c) Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- d) Must be accurate and where necessary kept up to date.
- e) Should not be stored for longer than is necessary, and that storage is safe and secure.
- f) Should be processed in a manner that ensures appropriate security and protection.

## 5. Personal Data Processed

The personal data kept or processed by Owslebury Parish Council includes but is not confined to the following:

- Names, titles and aliases, photographs and video images;
- Contact details such as telephone numbers, addresses and email addresses, social media addresses;



- Financial identifiers such as bank account numbers, payment card details for staff, contractors and for suppliers;
- Demographic and background information on staff and members including gender, age, marital status, employment background and qualifications;
- Some sensitive personal data in relation to staff and members such as racial/ethnic origin, mental and physical health and trade union affiliation;

## **6. How/Why Personal Data is used**

To deliver public services;

- To confirm identity to provide some services;
- To enable the Council to meet its legal and statutory obligations and powers including delegated functions;
- To contact individuals and organisations;
- To maintain own accounts and records;
- To process financial transactions;
- To protect public funds and facilities;
- To recruit and employ staff and contractors;

## **7. Lawful Bases for Processing Personal Data**

There are six lawful bases for processing data under the GDPR: -

### **1. Consent**

The controller must be able to demonstrate that consent was given.

### **2. Legitimate interests**

This involves a balancing test between the controller and the interests of fundamental rights of and freedoms of the data subject. Councils can't rely on legitimate interests as a legal basis for processing personal data.

### **3. Contractual necessity**

Personal data may be processed if necessary, in order to enter into or perform a contract with the data subject.

### **4. Compliance with legal obligation**

Personal data may be processed if the controller is legally required to perform such processing.

### **5. Vital interests**

Personal data may be processed to protect the vital interests of the data subject.

### **6. Public task**

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority acting in the public's interest.

- As a public authority the Council has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes carrying out the Council's statutory powers and functions;
- or
- In the performance of a contract or during steps to enter into a contract; or
- With consent. Before using an individual's personal data, the Council will obtain that individual's consent.

## **8. Individual's Rights**

An individual has the following rights in relation to his/her personal data:



- The right to be informed – via privacy notices and an explanation of the lawful basis for the processing.
- The right to access the personal data the Council holds on that individual – via a subject access request;
- The right to correct and update the personal data;
- The right to have the personal data erased (right to be forgotten);
- The right to restrict processing;
- The right to data portability;
- The right to object to processing;
- The right not to be subject to automated decision-making including profiling.

## **9. Data Protection Impact Assessment (DPIA)**

A Data Protection Impact Assessment (DPIA) is a type of audit used to help assess privacy risk. OWSLEBURY PARISH COUNCIL will evaluate if a DPIA is required when considering new processing operations. DPIA are mandatory where processing poses a high risk to the rights and freedoms of individuals.

## **10. Data Protection Compliance Officer**

Owslebury Parish Council has appointed the Parish Clerk as the Data Protection Compliance Officer.

Duties include:

- Informing the Council and its staff of their obligations in the GDPR and other data protection legislation;
- Monitoring compliance of the Council, both in its policies and practices;
- Raising awareness of data protection law; providing training and advice;
- Carrying out data protection-related audits;
- Acting as a contact point for the Information Commissioner's Office.

## **11. Related Policies and Notices**

- Document Retention and Disposal Policy

## **12. Information Commissioner's Office**

In the UK the Information Commissioner's Office are responsible for upholding information rights in the public interest. They are responsible for investigating data misuse and have the authority to impose penalties.