

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING HELD ON
17th MAY 2022
COMMENCING AT 8:00 IN THE OWSLEBURY PARISH HALL**

- Present:** Parish Councillor John Chapman (in the Chair).
Parish Councillors Mark Egerton, John Foster, Astrea Hurlock, and Will Martin
- In Attendance:** Responsible Financial Officer (RFO) Juanita Madgwick, District Councillor Lumby and ACSO McCulloch
- Also in Attendance:** 3 members of the public were present

1/22 ELECTION OF THE CHAIRPERSON OF THE PARISH COUNCIL AND THEIR DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Foster proposed Councillor Chapman be elected as Chairperson for 2022/23; Councillor Martin seconded the resolution. The Council (Councillor Chapman abstaining) **Resolved** unanimously to appoint Councillor John Chapman as Chair for 2022/23. Councillor Chapman signed the Declaration of Acceptance of Office.

2/22 ELECTION OF THE VICE CHAIRPERSON OF THE COUNCIL

Councillor Chapman proposed Councillor Hurlock to be elected as Vice-Chair for 2022/23; Councillor Foster seconded the resolution. The Council (Councillor Hurlock abstaining) **Resolved** unanimously to appoint Councillor Hurlock as Vice-Chair for 2022/23.

3/22 NOTE COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE AND THE ACCEPTANCE OF THE CODE OF CONDUCT

All Councillors signed the Declaration of Acceptance of Office.

All Councillors **Resolved** unanimously to accept the Code of Conduct provided by WCC.

4/22 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor Egerton

5/22 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

None

6/22 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 11 April 2022, and the Council **Resolved**, unanimously, that they were a true record.

7/22 PUBLIC QUESTIONS AND COMMENTS.

a) **Planning**

None

b) Other items

None

8/22 TO SET THE DATES AND TIMES FOR THE FULL COUNCIL MEETINGS

The Clerk had circulated a proposal for the meeting schedule for the Full Council to all prior to the meeting (Appendix 1).

The Council **Resolved** unanimously, to approve the meeting schedule.

9/22 TO APPOINT PARISH COUNCIL REPRESENTATIVES FOR 2022/23

The Council **Resolved** unanimously to adopt the guidelines for the role of parish council representatives set out in Appendix 2, 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.
- 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 Foster – *Parish Council representative for:* Planning and Transport/ Highways
- Councillor Hurlock – *Parish Council representative for:* Playground

10/22 PLANNING

a) Planning applications

SDNP/22/02086/LDE	The Manor, Jackmans Hill, Morestead, Hampshire, SO21 1LZ
Proposal	Residential Garden land. See Attached Application
PC Comment	The Parish Council do not wish to comment on this application assuming that the garden curtilage does not exceed any statutory limits.

SDNP/21/00290/FUL	Matterley Farm, Alresford Road, Ovington, Winchester, Hampshire, SO24 0HU
Proposal	A change of use of land from agriculture to mixed agriculture and holding of one music festival event for a number of attendees not exceeding 75,999 (plus 1,000 attendees on Sunday for local residents) in any calendar year including retention of wooden structures within woodland and minor alterations to existing access on A31, both associated with festival use. Storage containers (storage use associated with music event) on site throughout the rest of the year.
PC Comment	The Parish Council object to this permanent application; this application should be reviewed on a yearly basis. The Parish object to the increase in the number of attendees, it should stay at its current level. The Council would like to see the results of the 6 year evaluation of the environmental impact of the festival on the site before any permanent application is submitted.

b) Planning Decisions

SDNP/21/04992/HOUS	Sweetbriar Farm Whaddon Lane Owslebury SO21 1JJ
Proposal	Proposed first floor rear extension and elevational alterations
Decision	Approved

11/22 TO RECEIVE THE DISTRICT AND COUNTY COUNCILLORS REPORT

The Clerk had circulated the District Councillors Reports to all prior to the meeting (Appendix 3).

Cllr Lumby advised the Council that the new leader of Winchester City Council was Martin Todd, and the deputy leader was Paula Ferguson.

12/22 RECEIVE THE ACSO REPORT

The Clerk had circulated the ACSO Report for March to the Councillors prior to the meeting.

The Council noted the report.

The ACSO advised the Council that he had visited the Pavilion on Saturday evening half an hour before the fire and did not see anything suspicious, he had email the sergeant with all the details and the fire had been reported to the police. The police were not treating the fire as suspicious. He was also still trying to catch the fly tippers in Baybridge Lane

13/21 RECEIVE AND AGREEMENT TO SIGNING OF THE LENGTHSMAN CONTRACT FOR 2022/23

The Clerk circulated the Lengthsman contract to all prior to the meeting (Appendix 4).

The Council **Resolved** unanimously to sign the Lengthsman contract for 2022/23

14/22 RECEIVE CORRESPONDANCE FROM A RESIDENT REGARDING THE NOISE FROM THE MOTOCROSS

The Clerk had circulated the correspondence from a resident regarding the noise from the Motocross to all prior to the meeting (Appendix 5).

There was some discussion on this, and it was advised that the Environment Health department would have to agree on this event yearly. However the Council did note that there had been a number of events in a short space of time.

The Council asked the Clerk to respond to the resident as follows:

The Council have noted the correspondence and will continue to monitor the situation.

The Council advised that Winchester City Council agree to these events on a yearly basis. The Council suggest contacting Winchester City Councils Environmental Health Department if they have any further concerns as they are the department that agrees these types of events.

15/22 RECEIVE AND NOTE THE PLAYAREA INSPECTION

The Clerk had circulated the play area inspection to all prior to the meeting (Appendix 6).

The Council received and noted the inspection.

16/22 RECEIVE A REPORT ON THE PAVILION AND SPORTS GROUND

The Clerk advised that a meeting had taken place on 27 April and the committee had applied for £250,000 of lottery funding and were looking into other funding but would be unable to apply for some of these until a plan had been approved. They were getting two local companies to cost out the project to sensor check the costing of the project. The committee would like the Parish Council to agree to set up a crowdfunding page as some grants were match funding grants.

The Clerk asked the Council to approve the setting up of a crowdfunding page.

The Council **Resolved** unanimously to agree to the setting up of a crowdfunding page for the pavilion and sports ground.

The Clerk advised that due to the fire at the Pavilion she had arranged for the site to be fenced off using Hears fencing. She advised the Council that she had spoken to the police on Sunday morning and that the fire brigade could not determine the cause of the fire. The fire had been reported to the police and the Clerk has the crime number.

17/22 AGREEMENT ON THE DEMOLITION OF THE PAVILION AND AGREEMENT TO DETERMINE IF PRIOR APPROVAL IS REQUIRED FOR THE DEMOLITION OF THE PAVILION

The Clerk had circulated a report on the demolition of the pavilion to all prior to the meeting (Appendix 7).

Due to the pavilion fire on Saturday evening the site now needs to be cleared instead of being demolished. The Clerk advised that she had already contact several companies to quote to clear the site. One quote had already been received and she was waiting for two more that would be sent by the end of the week.

The Council **Resolved** unanimously to clear the Pavilion site.

18/22 FINANCE, ADMINISTRATION AND STATUTORY

a) TO AUTHORISE THE LIST OF PAYMENTS AND APPOINT TWO CLLRS TO FINISH THE PAYMENT PROCESS

The Council **Resolved** unanimously to approve the following payments and authorised the Chairman and Councillor Martin to finish the payment process.

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
1	16.00	3 (Phone)	DD
2	16.87	IONOS Website	DD
3	1,488.00	New Telephone Box Door & Installation Kit (X2 Connect)	CC
4	3.80	Stamps x 4	CC
5	25.00	Durley PC - Training	
6	235.00	Internal Auditor	
7	46.50	WCC - Annual Play Inspection	
8	990.63	Swanmore PC (ACSO)	
9	406.40	Clerks Salary - Apr	
10	101.60	HMRC	
11	7.20	Clerks Expenses - Apri	
12	290.00	S Comley - Grass Cutting	
13	296.19	HALC	
14	38.70	OPHMC - Hall Hire April	
15	32.00	Annual Cresent Card Fee	CC
16	49.21	SSE - Streetlights	DD

b) TO APPROVE THE SIGNING OF THE APRILS BANK RECONCILIATION BY THE CHAIRMAN

The Council **Resolved** unanimously for the Chairman to sign Aprils Bank Reconciliation.

c) TO RECEIVE AND APPROVE THE STANDING ORDERS

The Clerk had circulated the Standing Orders to all prior to the meeting (Appendix 8).

The Council **Resolved** unanimously to approve the Standing Orders and put a copy on the website.

d) TO RECEIVE AND APPROVE THE FINANCIAL REGULATIONS

The Clerk had circulated the Financial Regulations prior to the meeting (Appendix 9)

The Council **Resolved**, unanimously, to approve the Financial Regulation and asked the Clerk to place a copy of the website.

e) TO RECEIVE AND NOTE INTERNAL AUDITORS REPORT FOR THE YEAR 2021/22

The Clerk had circulated the Internal Auditors report for the year 2021/22 to all prior to the meeting (Appendix 10).

The Council received and noted the Internal Auditors report.

f) TO APPROVE SECTION 1 OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON COUNCIL'S BEHALF

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk (Appendix 11). The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR.

The Council **Resolved** unanimously to approve Section 1 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement on the Councils behalf.

g) TO APPROVE SECTION 2 'ACCOUNTING STATEMENTS 2021/22 OF THE ANNUAL GOVERNANCE AN ACCOUNTING RETURN 2021/22 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS' BEHALF

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.

h) RECEIVE AND CONSIDER AND CONSIDER THE QUOTES FOR THE INSURANCE ARRANGEMENTS AND AGREEMENT ON A SUITABLE POLICY.

The Clerk had circulated the insurance quotes to all prior to the meeting (Appendix 12).

The Clerk advised that she was only able to obtain one quote for the Council due to the disrepair of the Pavilion as most insurers would not insure the Pavilion.

The Council **Resolved** unanimously to appoint Aviva for the 3-year term at the cost of £582.69.

The Council instructed the Clerk to make the necessary arrangements and authorised Councillors Chapman and Martin to approve the electronic payment.

i) RECEIVE CORRESPONDANCE FROM HCC REGARDING THE CONSULTATION ON SPECIAL ENGINEERING DIFFICULT DESIGNATION AND AGREEMENT ON THE COUNCIL'S REPOSNSE

The Clerk had circulated the correspondence from HCC regarding the consultation on special engineering difficult designation to all prior to the meeting (Appendix13).

The Council **Resolved** not to comment on the consultation from HCC on special engineering difficult designation.

7. 2022/ 2023
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j) RECEIVE CORRESPONDANCE FROM HCC REGARDING HAMPSHIRE NEW LOCAL TRANSPORT PLAN

The Clerk had circulated the correspondence from HCC regarding Hampshire's new local transport plan to all prior to the meeting (Appendix 14).

The Council received and noted Hampshire's new local transport plan and asked the Clerk to put a copy on OIS.

Action	By Whom
Put a copy of the Transport Plan consultation on OIS	The Clerk

19/22 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

None

There being no further business the meeting closed at 21:50pm

Chairman:

Date: