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MEETING REPORT: Winchester Climate Action Network
DATE: 13 June 2022
WRITTEN BY: The Clerk
AGENDA ITEM: 28

I have received the following correspondence from Winchester Climate Action Network. Would the Parish Council be willing to meet with them to see if they can help the Parish Council?

I am contacting you to ask if I can arrange a phone or video call, or in-person meeting, to give you or the relevant parish councillor an update on Winchester Climate Action Network (WeCAN) and see if we can support Owslebury Parish Council in any way.

WeCAN is run by local charity Winchester Action on the Climate Crisis (WinACC). With funding from Winchester City Council, we have spent the past year building the foundations of a network of local communities taking action on the climate across Winchester District.

You can read about all we have done at <https://www.winacc.org.uk/wecan/>. This included producing a carbon footprint report for each parish council, with follow up webinars, plus community climate action days to develop climate action plans and share ideas.

With new funding from the South Downs National Park Authority, we are planning:

- An online digital network, where groups can discuss and share ideas and resources
- A series of quarterly Network Events, with inspiring and informative talks and workshops (next event Thu 12 May - <https://www.eventbrite.co.uk/e/wecan-network-event-tickets-311194841147>)
- To help parish councils develop practical projects that reduce carbon emissions

I have been employed by WinACC for the next two years to help develop the Winchester Climate Action Network. Our vision is an interconnected, well-informed learning community of parish councils and groups across Winchester District, taking and stimulating action on the climate emergency.

Please do get in touch – I'd really like to have a chat about how you think I might be able to work with you. I realise it can be very difficult to find the time and energy for new projects, but there are lots of different ways to make that happen. For example, I could help you set up a separate group of local residents, linked to the parish council.

I look forward to hearing from you.

Best wishes

MEETING REPORT: Whites Hill Signs
DATE: 13 June 2022
WRITTEN BY: The Clerk
AGENDA ITEM: 29

I have received the following email from Hampshire Highways regarding the sign that the PC have installed on Whites Hill.

Good afternoon,

It has been brought to our attention there are unauthorised signs on White Hill, see photos.

Our local highways engineer has investigated and asked if you are aware of the unauthorised signs which have been placed outside the Ship Inn and junction Hensting Lane, to stop cyclists and HGV's using the lane. Unfortunately, these signs need to come down and a request made to Traffic management for legal signs to be put in place.

Councillor Chapman's response to the email which was sent to Cllr Humby:

My recollection of the sign saga is that HCC refused to acknowledge there was a problem regarding safety, so the PC acted unilaterally. I find the actions detailed below slightly childish, I had hoped that we had better relationship with Highways and could discuss these matters in a ration manner.

To be told that we were wrong on a safety matter and must apply to for signs takes us back to square one. All the locals know that Whites Hill is a dangerous area for all its users, particularly cyclists who frequently realise too late that their brakes are not able cope with the gradient. To tell us that the PC must try to solve the issue by applying for signs is to say the least very annoying!

The response from Cllr Humby is below:

Dear John

Cllr Humby has spoken to officers and been advised:

As discussed, the Parish Council will need to remove all of their unofficial signs as explained in the letter from Highways. However, I will arrange for some 'Unsuitable for HGV's' signs to be installed at either end of Whites Hill.

There is no justification for us to consider signs to warn cyclists of the hill and this would set a precedent for many other similar locations. It is also not appropriate to display the message 'accident blackspot'.

Having checked the Police data, whilst there have been two cycle incidents recorded on Whites Hill in the last 5 years, one was back in December 2018 and the other in July 2020, with no mention of reckless riding or the hill in the incident reports. The first incident involved a cyclist slipping off the road in wet weather and the second involved a cyclist braking to avoid a horse and the rear wheel locked on loose gravel. There are no other reported incidents through this route in the last five years.

I will arrange for the HGV's signs to be ordered soon and they should be installed within the next 4-8 weeks.

MEETING REPORT: Pavilion Report
DATE: 13 June 2022
WRITTEN BY: The Clerk
AGENDA ITEM: 30

Due to the fire at the Pavilion as part of the Scheme of Delegation and Financial Regulations the Clerk in consultation with the rest of the Council arranged for the remains of the Pavilion to be cleared and for the site to be fenced off before this could be discussed at a Council meeting as it was a health and safety issue.

I was able to gain 3 quote which were as follows:

Quote 1: £6,020.00

Quote 2: £4,750.00

Quote 3: £6,900.00

The Council choose quote 1 on my advice, as this was a local company who were able to fence off the site straight away and clear the site quickly.

The site has now been cleared. The contractor asked if the Council would like to keep the Heras up until there are some posts in place to prevent any undesirables gaining access to the playing field with their vehicles. In consultation with the Council via email it was decided to keep the Heras up until wooden posts could be installed.

I have asked the contractor for quotes to install wooden posts. I have also asked the Contractor to quote to fill the site with top soil as the clearance of the site has left the area slightly lower than the rest of the field.

MEETING REPORT: ROW Wooden Frame – Glebe Field
DATE: 13 June
WRITTEN BY: The Clerk
AGENDA ITEM: 31 (a)

I have received the following correspondence from a resident on the wooden Rights of Way Frame in the Glebe Field:

Dear Juanita

Attached are two photos, taken on Sunday 8th May 2022, showing the deterioration of the wooden frame showing the much-referenced map of footpaths and other local items of interest.

The wooden frame is in a bad state. One corner of the map is beginning to distort. Repair is very necessary.



Owslebury Parish Council
2022/23

PAYMENTS	Amount (£)	Payee	Payment Type
17	16.00	3 (Phone)	DD
18	16.87	IONOS Website	DD
19	103.02	Wel Medical - Defib Pads	
20	204.00	C&D Trees	
21	582.69	BHIB - Insurance	
22	21.25	OPHMC - Hall Hire May	
23	406.40	Clerks Salary - May	
24	7.20	Clerks Expenses - May	
25	101.60	HMRC	
26	1,085.67	Swanmore PC (ACSO) - May	
27	44.26	SSE - Streetlights	
28		S Comley - Grass Cutting	

Voucher	Amount (£)	Payee	
RECEIPTS			
3	36.00	Donation from PNECC	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/05/2022

CASH BOOK BALANCE		£	£
Balances 1st April 2022			23,938.59
income			16,135.00
expenses			-6,632.06
CASH BOOK BALANCE			33,441.53
add u/p cheques			2,572.09
less o/s receipts			-45.00
Control total			<u>35,968.62</u>
BANK STATEMENTS			
Treasurers account	35,968.62		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			<u>35,968.62</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

83,441.53

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

Income	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
	£	£	£	£	£	£
Precept	22,316	23,816	28,579	28,579	29,722	14,861
Council Tax Support						
CIL Money		3,951				
Ring fenced Xmas lights		635		250		
Ring fenced other						
Ring fenced Eastleigh	3,890					
General donations	333			50		36
Sports Club	305	310	300			
Play Area Income	171					
Sub Station Rent	100	100	100	100	100	
Insurance Refund				55		1,238
Interest Received						
Fixed deposit	301	316	300	50	150	
Fixed assets sale						
VAT Refund				3,893		
Total Receipts	27,416	29,128	29,279	32,977	29,972	16,135

Expenditure	Actual Expenses 19/20	Actual Expenses 20/21	Budget Expenses 21/22	Actual Expenses to Nov 21/22	Budget expenses April - March 2022/2023	Actual Expenses to 22/23	Against Budget %
Staff Costs							
Clerk's Net Salary	4,994	4,821	5,750	5,085	5,750	813	14
Income Tax	1,198	1,205	1,440	1,271	1,440	203	14
Employers NI (13.8%)					0		
Clerk's pension					0		
Clerk's travel	134	16	150	103	150	14	10
ACSO	1,574	8,414	8,700	8,838	8,900	1,760	20
Administration / General Expenditure							
Chairman's Expenses	80	80	100	80	100	0	
Councillors Expenses	20	0	50	0	50	0	
Clerk & Councillors Training	200	0	350	95	350	25	7
Publications	112	120	30	0	50	0	
Photocopying		0	50	0	0	0	
Postage	33	0	30	12	30	4	13
Clerk's Broadband Allowances	196	152	200	242	120	0	
Clerk's Working from Home Allowances	125	125	125	125	125	0	
Telephone					160	27	17
Stationary	215	135	250	114	250	0	
Meeting Expenses	318	141	550	370	400	60	15
Insurances	740	750	1,200	782	1,000	583	58
Audit	405	415	500	420	500	235	47
Office Equipment	94	0	100	670	700	0	
Website	306	299	350	359	360	28	8
Credit Card	32	32	32	32	32	32	100
PO Box	285	294	300	300	325	0	
General Maintenance							
Grass Cutting	1,620	1,860	3,500	2,615	3,500	290	8
Dog Waste Collections	660	885	750	660	700	0	
Play Area Repairs & Inspections	667	2,185	1,000	79	1,000	47	5
Street Lighting	118	82	250	200	100	89	89
General Maintenance / Repairs	216	265	500	261	500	0	
Election costs					50	0	
Tree Works		0	500	2,150	500	170	34
Lengthsman scheme		56	100	56	60	0	
Community Assets			0	1,012	0	1,240	1240
Pavilion							
Water					100		
Electricity					100		
Maintenance Costs					100		
Subscriptions							
Hampshire Accisiation of Local Councils (HALC)	280	270	350	294	300	296	99
Society of Local Council Clerks (SLCC)					250		
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		
Information Commissioner	35	35	40	35	40		
Parish Online	75	75	75	75	75		
Survey Monkey				320			
Grants			1,500		1,500	0	0
St Andrew's Church	400	525					
Morestead Church	200	200		200			
Owslebury Newsletter							
Christmas Lights							

Winchester CAB	250	250		250			
OMCA		240					
Christmas Lights							
Hampshire Archive				200			
OMPHC				850			
ADD	3,890						
OSCC	100						
Hampshire & Isle of Wight Trust	100						
Community Projects			5,000	2,289	5,000	86	2
Playarea Works			2,500		2,500		
Bollard for Footpath31		292					
Red Lane		850					
Other Community Projects	3,200	58					
VAT Paid				3,132		631	
					0		
Total Expenses	22,946	25,243	36,442	33,611	37,207	6,632	
Net Surplus/(Deficit)		3,885	-7,163	-634	-7,235	9,503	

RESERVES	2019/20	2020/21	2021/22	2022/23
Opening reserves at beginning of financial year 1st April	67,931	68,520	71,212	64,049
Net surplus/deficit for financial year	589	2,692	-634	-7,235
Closing reserves at 31st March	<u>68,520</u>	<u>71,212</u>	<u>70,578</u>	<u>56,814</u>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
Ring fenced	
Xmas lights (public funding)	1,185.00
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>3,161.98</u>
Ear marked	
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>
General reserve	17,916.02
Total reserves	70,578.00



SCHEME OF DELEGATION TO THE PARISH CLERK

Adopted by the Parish Council 6 May 2021

Re-Confirmed 13 June 2022



Introduction

1. Section 101 of the Local Government Act 1972 provides that a local authority may arrange for the discharge of any of their functions by a Committee, sub-committee, or an officer.
2. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
3. The Clerk is delegated to take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
4. The Clerk may incur expenditure on behalf of the Council, as per Financial Regulations.
5. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegation to the Proper Officer

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Financial Officer to act with delegated authority in the specific circumstances detailed below:

- To manage the Council's website
- To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- To manage, monitor and review the Council's internal control procedures and risk assessments.
- To operate the Council's banking arrangements.
- Incur expenditure as per Financial Regulations.
- Pay all subscriptions to organisations to which the Council belongs.
- Make all necessary arrangements for the provision of the internal audit.
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- Accept quotations or tenders for work supplies or services on behalf of the Council.
- Carry out virement of sums between budget codes in accordance with the Council's Financial Regulations.
- Maintain a Register of Assets and Inventory of Equipment.
- Make all necessary arrangements for the Council's insurances.
- Manage the Council staff in accordance with the Council's policies, procedures and budget.



- Determine approved duties for the payment of travel and subsistence expenses from Members and Officers where they represent the Council outside of the Town Council area.
- Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- Authorise training in line with the Council's policies.
- Commission legal and professional advice on staffing matters.
- The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council.
- Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- Prepare a draft budget for consideration by the Council.
- Prepare the final accounts for each financial year.
- Undertake day to day management and maintenance of Council assets.

MEETING REPORT: Grant for Gazebos
DATE: 13 June 2022
WRITTEN BY: The Clerk
AGENDA ITEM: 32 (e)

OMCA have written to the Council asking for a grant of £500 for new gazebos for the use at village events, please see the email below:

Dear Juanita

I would like to put forward on behalf of OMCA a formal request for a grant from the parish council in order to help fund the replacement of gazebos and tables for use at village events.

The village fete (and Scarecrow Trail) committee has come to OMCA requesting that we purchase several new gazebos and tables, which would primarily be used at the annual fete but if OMCA were to purchase these they would be made available for any of the locally run events in the village, in order to support the community. The remaining tents and gazebos which were used last year were deemed not fit for purpose and had to be thrown away, and there was a last minute loan from Upham which saved the day for the fete last September. We have road tested a new version which is much simpler to put up, and this would transform the amount of work which needs to be done by the volunteers who help make the fete such a success each year.

There is also a need for new tables since the ones in the village hall are too small for most events being held outside.

We would welcome any funding up to £500 should this be available.

With many thanks in advance for considering this application.