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Good afternoon,

Winchester City Council has received an application from Greene King Retailing Limited Abbot House Bury St Edmunds Suffolk IP33 1QT for a Premises Licence Variation for The Ship Inn, Main Road, Owslebury, Winchester, Hampshire SO21 1LT.

The purpose of the application is to amend the plan and add conditions as detailed below:

---

**Please describe briefly the nature of the proposed variation (Please see guidance note 2)**

This is an application to change the layout and design of the premises in accordance with the submitted drawing. The changes include the addition of an external servery and kitchen within the current licensable area.

The opening hours and licensable activities authorised by the premises licence are to remain unaltered.

Any part of the variation application that changes the plan/layout at the premises to be of no effect until the work has been completed.

Locations of fire safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

Any detail shown on the plan that is not required by the licensing plan regulations is indicative only and subject to change.

To add the following conditions to the premises licence:

The garden bar will only be used between the hours of 11.00 hours and 22.30 hours daily.  
The garden bar will be supervised at all times when in use.  
The garden bar will be inaccessible to customers when not in use to ensure they do not have access to any alcohol.

All other conditions to remain unaltered.

**Representations from Responsible Authorities or any other person must be received at Winchester City Council offices no later than 19 October 2022.**

Only written representations that relate to one or more of the four licensing objectives can be considered. The licensing objectives are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Representations must clearly set out the likely effects the variation of the licence would have on the promotion of at least one of the licensing objectives, and must clearly relate to the premises for which application is being made.

The Act requires the Council to disregard representations that are considered to be frivolous or vexatious or repetitive.

**Please note that relevant representations will form part of a public document which will include your name and address and will appear on this website. Anonymous representations will be disregarded.**

Please send any Representations or queries regarding this application to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk) or to the following address:-

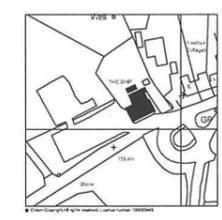
Licensing Section  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
SO23 9LJ

SCHEDULE OF ADDITIONAL ACCOMMODATION  
 1: Number of storeys of building. 3  
 2: Staff accommodation. 2 BEDROOMS

BASEMENT CELLAR  
 GROUND FLOOR: TRADING AREA  
 FIRST FLOOR  
 2 BEDROOMS, 1 LIVING ROOM, 1 BATHROOM, 1 OFFICE

NUMBER OF LETTING ROOMS = 0  
 CAR PARKING  
 PRIVATE REAR YARD  
 EXTERNAL DRINKING AREA  
 COVER COUNT = 66

- LEGEND
- CEILING HEIGHT
  - WINDOW
  - FIRE PLACE
  - DOOR
  - TOILET
  - URINAL
  - WASH HAND BASIN
  - BOILER
  - FIRE EXIT
  - EMERGENCY LIGHT
  - DISTRIBUTION BOARD
  - FIRE ALARM CALL POINT
  - BELL SOUNDER
  - SMOKE DETECTOR
  - HEAT DETECTOR
  - FIRE BLANKET
  - FIRE EXTINGUISHER CO<sub>2</sub>
  - FIRE EXTINGUISHER FOAM
  - FIRE EXTINGUISHER WATER
  - FIRE EXTINGUISHER POWDER
  - SPRINKLER OUTLETS
  - DRY RISER
  - WET RISER
  - STEPS
  - SINK UNIT
  - AMUSEMENT WITH PRIZES
  - BAR FLAP



INDICATIVE ONLY  
 SCALE 1:1250

SCALE 1:100  
 GROUND FLOOR

GROSS INTERNAL AREA (SQM)	195.7
INTERNAL GROSS DRINKING AREA (SQM)	88.9
EXTERNAL GROSS DRINKING AREA (SQM)	1500

C.A.Design Services Ltd  
 The Design Centre  
 Hewett Road  
 Capton Hall  
 Great Yarmouth  
 Norfolk NR31 0NN  
 Tel : 01493 440444  
 Fax : 01493 442480  
 www.cadesignservices.co.uk



Drawing on experience



Project  
**THE SHIP INN  
 OWSLEBURY**

Drawing Title  
**LICENCE AREA SURVEY**

Gross Internal Area (M<sup>2</sup>)  
 195.7

Licensable Activity Area (M<sup>2</sup>)  
 1588.9

Client  
**GREENE KING PUB PARTNERS**

**Greene King Pub Partners**

Abbot House  
 Westgate Street  
 Bury St. Edmunds  
 Suffolk  
 IP33 1QT

Phone: 01284 763222  
 Fax: 01284 706502  
 URL: www.greenekingpubs.co.uk

**GREENE  
 KING**



All dimensions to be checked on site prior to commencement of works.

Rev	Details Of Amendment	Drawn	Approved	Date
Scale 1:100	Date Surveyed 27/01/2005	Drawing No. 8746_LP1	Rev. 0	

## **COUNTY COUNCILLOR ROB HUMBY'S REPORT OCTOBER 2022**

### **Hampshire mourns the death of Her Majesty Queen Elizabeth II**

I wish to convey my deepest sympathies and condolences to the Royal Family on the passing of Her Majesty The Queen, Elizabeth II.

The late Queen was our country's rock. For 70 years, she was a constant and calming presence through times of change and instability. She carried out her duties with great dignity, wisdom, humour and genuine care for the people of the United Kingdom.

Her Late Majesty had a special connection with Hampshire. She and Prince Philip spent part of their honeymoon at Broadlands in Romsey in 1947, and returned there to mark their Diamond Wedding Anniversary in 2007. During her reign, she made several visits of military and naval significance to Aldershot, Portsmouth and other places in Hampshire. We cherish the memory of these occasions.

At this summer's Platinum Jubilee celebrations, communities across Hampshire came together to commemorate and give thanks to Her Late Majesty's 70 years of dedicated public service. This month, we came together once again, this time in sorrow and mourning, but also sharing fond memories of the late Queen's lifetime of outstanding duty to the nation.

I was honoured to sign the Book of Condolence for Her Majesty at the Great Hall in Winchester and take part in Winchester's Proclamation Event to announce the beginning of the reign of King Charles III. I would like to extend my gratitude to County, District and Borough officers for their hard work during the national mourning period, making sure that Hampshire was able to pay a fitting tribute to the remarkable life of our longest reigning monarch.

I have written to His Majesty the King, Charles III, on behalf of Hampshire County Council, to send our condolences and best wishes for a long and successful reign.

May Elizabeth II rest in peace. God Save the King.

### **Hampshire residents marked the Proclamation of a new Sovereign**

Following the death of Her Majesty, Queen Elizabeth II on 8 September, and the national reading of the Proclamation in London held on Saturday 10 September to announce the beginning of the reign of King Charles III, hundreds of people gathered at a public Proclamation event out Winchester's Great Hall

[Hampshire residents mark the Proclamation of a new Sovereign | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-residents-mark-the-proclamation-of-a-new-sovereign)

## **County Council Leader calls on Government to do more to address cost of living crisis this autumn and Winter**

Hampshire County Council Leader, Cllr Rob Humby, has called for more crucial Government support for struggling families and communities this autumn and winter – who are facing rising fuel bills and potential hardship from the ongoing cost of living crisis

[County Council Leader calls on Government to do more to address cost of living crisis this autumn and winter | Hampshire County Council \(hants.gov.uk\)](#)

## **Hampshire residents offered another chance to generate green energy and save on bills**

Residents considering investing in solar panels for their homes can now once again sign-up to generate greener energy and reduce their energy bills through the Hampshire County Council supported solar panel scheme, Solar Together

[Hampshire residents offered another chance to generate green energy and save on bills | Hampshire County Council \(hants.gov.uk\)](#)

## **A32 Farringdon to Chawton set to reopen mid-September**

Drivers will be able to get back on the road along the Farringdon to Chawton section of the A32 sooner than originally planned when the latest phase of Hampshire County Council's flood alleviation work ends in mid-September

[A32 Farringdon to Chawton set to reopen mid-September | Hampshire County Council \(hants.gov.uk\)](#)

## **Gosport, Fareham and Portsmouth are plugged into largest electric bus order**

A fleet of 34 new electrically powered buses will be serving passengers in Gosport, Fareham and Portsmouth by the end of 2023 after First Bus placed one the UKs largest Electric Vehicle (EV) bus orders with manufacturer Wrightbus

[Gosport, Fareham and Portsmouth are plugged into largest electric bus order | Hampshire County Council \(hants.gov.uk\)](#)

## **Councils launch discount offer for reusable nappies**

At a time when the cost of living is of concern to everyone, parents of babies and young children are now able to benefit from a 15 per cent discount on reusable nappies

[Councils launch discount offer for reusable nappies | Hampshire County Council \(hants.gov.uk\)](#)

## **Waste not, want not – Hampshire County Council launches new initiative to support Community Pantries**

Hampshire residents who are struggling to afford groceries will be able to make their budget stretch further thanks to an agreement secured by Hampshire County Council with one of its contracted suppliers – Bidfood

[Waste not, want not – Hampshire County Council launches new initiative to support Community Pantries | Hampshire County Council \(hants.gov.uk\)](#)

## **World Suicide Prevention Day – let’s talk about mental health**

This World Suicide Prevention Day (10 September) Hampshire County Council highlighted the importance of opening up conversations with each other about mental health or suicidal thoughts

[World Suicide Prevention Day – let’s talk about mental health | Hampshire County Council \(hants.gov.uk\)](#)

## **Hampshire fostering campaign takes ‘PRide’ of place on the awards stage**

A campaign by Hampshire County Council’s ‘Fostering Hampshire Children’ team has been shortlisted by the Chartered Institute for Public Relations in its upcoming South of England and Channel Islands regions’ PRide Awards

[Hampshire fostering campaign takes ‘PRide’ of place on the awards stage | Hampshire County Council \(hants.gov.uk\)](#)

## **Could your organisation help families in need this Christmas?**

Hampshire County Council is inviting organisations to apply for funding that will help them provide vital support to vulnerable families during the upcoming Christmas holidays

[Could your organisation help families in need this Christmas? | Hampshire County Council \(hants.gov.uk\)](#)

## **Hampshire County Council team shortlisted in Social Worker of the Year Awards**

Work by a Hampshire County Council social care team to help young people with complex needs make the transition to adulthood has gained national recognition – having been shortlisted in the annual Social Worker of the Year Awards

[Hampshire County Council team shortlisted in Social Worker of the Year Awards | Hampshire County Council \(hants.gov.uk\)](#)

## **Proposals outline a sustainable future for Titchfield Haven National Nature Reserve**

Proposals for Titchfield Haven National Nature Reserve are being set out by Hampshire County Council which aim to increase investment and protection for this internationally important site for wildlife

[Proposals outline a sustainable future for Titchfield Haven National Nature Reserve | Hampshire County Council \(hants.gov.uk\)](#)

## **Eastleigh to lead the way for Travel Hubs in Hampshire**

Travel Hubs, due to be installed in Eastleigh by Hampshire County Council, will make it easier for people to join up trips using public transport, on foot or by bike encouraging people to leave the car at home

[Eastleigh to lead the way for Travel Hubs in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

## **Hampshire to increase monthly payments to local residents hosting Ukrainian families**

Hampshire County Council has announced that it will be paying an extra £200 per month to Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme, over the next five months

[Hampshire to increase monthly payments to local residents hosting Ukrainian families | Hampshire County Council \(hants.gov.uk\)](#)

## **Step up to prevent school holiday hunger and isolation**

Hampshire County Council is looking to identify more organisations that can help families facing hardship across the county – calling for them to apply for a place on its list of approved Holiday Activities and Food (HAF) programme providers

[Step up to prevent school holiday hunger and isolation | Hampshire County Council \(hants.gov.uk\)](#)

## **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

They also have the power to issue fixed penalty fines for things like:

- litter
- graffiti
- fly posting
- dog offences

### **Other governing bodies**

- [Fire and Rescue Authority](#)
- [Police and Crime Panel](#)
- [The Hampshire Partnership](#)
- [Lord-Lieutenant of Hampshire](#)
- [New Forest National Park Authorities](#)

### **Reporting Highway Problems**

Links to report road issues are here:

Potholes:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

# Winchester City Councillor report

October 2022

## 1. Her Majesty Queen Elizabeth II

We are all devastated to hear the terrible news about the Queen. Her life has been dedicated to public service and she has led the country and the commonwealth with unstinting dedication throughout her reign. She has been the one constant for the entire life of almost everyone in the nation, a beacon of calm, fortitude and continuity in an ever changing and often challenging world. She will be greatly missed.

Both Hampshire County Council and Winchester City Council have been involved in various events to celebrate the life of her late Majesty, including the reading of the proclamation at the



Great Hall and Guildhall in Winchester.

## 2. Support for Solar Panels

With the cost of utilities continuing to be very high for the foreseeable future, it is worth thinking about other forms of energy provision. Solar power is now much more affordable and there are various initiatives that bring the cost down further.

A current example is Hampshire County Council's Solar Together campaign. This is a bulk buying initiative where residents can register an interest in solar panels, a battery or an EV charging point. A reverse auction is then held to produce the most competitive prices - you can then choose to accept this or not. Details can be found at <https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange/whatarewedoining/projects/solarbuyingscheme> [coursing](#)

## 3. Homes for Ukraine update

Hampshire County Council is to pay an extra £200 per month to Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme, over the next five months. The extra money is to reflect both the important contribution Hampshire hosts are making to this significant humanitarian effort, as well as the current challenges many may be facing, in terms of cost of living pressures, particularly over the winter months.

The new payments will start in October and be funded via the grant paid to upper tier local authorities to support implementation of the Homes for Ukraine scheme locally. The county of Hampshire has welcomed the third highest number of Ukrainian nationals in England.

#### **4. Hare coursing**

The hare coursing season has started; this is an illegal activity, where dogs compete to catch hares, often with gambling involved. It requires large open spaces which means that it is carried out in our area. It can pose a threat to farmers and others in rural communities like ours, particularly with damage to land.

If you do see hare coursing, it is safest not to approach participants but instead call 999, giving any evidence you can easily ascertain. Video footage is very helpful but, as ever, do not put yourself at risk. Information can otherwise be reported on 101 or at [Report a crime | Hampshire Constabulary Roads](#)

#### **5. Roads**

Testing on the new average speed cameras on the A32 and the A272 is now underway and the results so far are very positive.

The consultation on 20mph speed limits in residential areas has now closed. Around 9,000 responses were received, which are now being reviewed.

The summer was an opportune time for maintenance works over the 5,500 mile road network. Across the county 35,595 square metres of carriageway was resurfaced in July, 14,657 gullies and other drainage was cleared, 2,801 square metres of footway was resurfaced or repaired and 10,520 road defects were addressed, including potholes.

The high temperatures at the time provided a challenging test of the roads' resilience in extreme temperatures. Road temperatures can be considerably hotter than air temperatures and the resultant melting issues at Luton Airport will be remembered. Fortunately our network coped well with fewer than ten incidents of softening road surfaces.

Autumn and winter will doubtlessly bring fresh challenges - don't forget the most efficient and effective way to notify problems on a Hampshire road is at [hants.gov.uk/transport/roadmaintenance](https://hants.gov.uk/transport/roadmaintenance).

#### **6. Southampton to London Pipeline Project**

The latest report is attached.

**Hugh Lumby, Neil Bolton**



## South Downs National Park - Installation Update

Issue Date: September 2022

For the latest information about installation of the replacement pipeline, please visit [www.slpproject.co.uk](http://www.slpproject.co.uk) or simply scan the QR code.

### Ongoing works

- Trenchless crossing installation under Gosport Road A32 (TC006).
- Open cut installation from:
  - Petersfield Road A272 to Tithelands Lane.
  - Tithelands Lane to Stapley Lane.
  - Stapley Lane to Petersfield Road.
  - Winchester Road to Stakes Lane.
  - Stakes Lane to Wheeley Down Farm Lane.
  - Headmore Lane to Gosport Road A32.
  - Gosport A32 to Selbourne.

### Upcoming works

We expect to have completed all of our works through South Downs National Park towards the end of this year/ early 2023. We will then remove all of the construction compounds and start seeding and re-planting as part of the project's reinstatement plans. The timing of our reinstatement may vary depending on weather and seasonal constraints but will be as soon as practicably feasible after the pipeline has been installed. The plans and nature of reinstatement are based on agreements with the landowners and South Downs National Park Authority.

If you have any additional questions email us at [info@slpproject.co.uk](mailto:info@slpproject.co.uk).

You can also keep up to date with the latest news by following us on **Facebook @SLPConstructionProject**, **Twitter@ConstructionSLP** or by signing up to our newsletter at [slpproject.co.uk/signup](http://slpproject.co.uk/signup) to get regular updates.



### Keeping 100 road tankers off the road every day\*



For more information please visit [www.slpproject.co.uk](http://www.slpproject.co.uk)

📞 07925 068 905    ✉ [info@slpproject.co.uk](mailto:info@slpproject.co.uk)    🐦 @ConstructionSLP    📘 @SLPConstructionProject

MEETING REPORT: Broadband Update

DATE: 10/10/22

WRITTEN BY: The Clerk

AGENDA ITEM: 69/22

I have been receiving many emails on the FTTP Broadband Project and if it will be implemented by the end of the year as per the contract.

I received an email from Openreach stating the following:

Hi

Our planning team are chasing some landowners within the community for them to complete a permission to dig form. They have been chasing these for a good few weeks. Until they get these back the team are unable to progress and complete the planning. Because of this the estimated completion date is going to slip and is likely to move completion to early next year.

MEETING REPORT: Beech Grove Update  
DATE: 10/10/22  
WRITTEN BY: The Clerk  
AGENDA ITEM: 70/22 (a)

The Council were unsuccessful in their application for a grant for £9,000.00 for the installation of a new pathway from Beech Grove to the Parish Hall.

I have received an email from SDNP The South Downs National Park Authority (SDNPA) will shortly be opening the call for projects for the 2022/23 round of Community Infrastructure Levy (CIL) funding.

The window for submission of Expressions of Interest will open from 1st October 2022 until 31st January 2023.

CIL funding is intended to be spent on infrastructure to support growth within the National Park. Our corporate plan priorities over the next 3 years are 'Nature Recovery', 'Climate Action' and 'A National Park for All', and we would welcome bids that support these priorities.

Would the Council like to submit an Expression of Interest for the next round of funding?

The Council could consider paying for this out of the Councils reserves.

The next step is to get a full design concept carried out by Havant Highways.

The Council could consider gaining quotes to carry out the works once a full design concept has been carried out to understand the cost implications in view of deciding how much of a grant to apply for.

Regarding the transfer of land, this will depend on who carries out the works. If it is Hampshire a s278 minor works agreement will be sufficient between Hampshire Highways and the resident. The resident would sign a deed of dedication; a legal document that would deal just with the dedication of their land as highway.

Owslebury Parish Council  
2022/23

PAYMENTS	Amount (£)	Payee	Payment Type
71	16.87	IONOS Website	DD
72	16.00	3 (Phone)	DD
73	50.00	Durley PC - Training	
74	195.00	WCC - Dog Bins	
75	5.80	Tescos - Paper	CC
76	21.25	OPMC - Hall Hire September	
77	165.00	S Comley - Grass Cutting	
78	406.40	Clerks Salary - Sep	
79	101.60	HMRC	
80	68.55	Clerks Expenses - Sep	
81	250.00	CAB Grant	
82	230.00	SLCC - Membership	
83	40.00	Chairmans Allowance Q1 & Q2	
84	400.00	St Andrews Church Grant	

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
6	14,861.00	Precept	
7	3,095.83	VAT Reclaim	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

30/09/2022

CASH BOOK BALANCE		£	£
Balances 1st April 2022			23,938.59
income			34,225.16
expenses			-25,696.20
<b>CASH BOOK BALANCE</b>			<b>32,467.55</b>
add u/p cheques			2,018.36
less o/s receipts			-45.00
Control total			<u>34,440.91</u>
<b>BANK STATEMENTS</b>			
Treasurers account	34,440.91		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			<u>34,440.91</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

82,467.55

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Owslebury and Morestead Parish Council – HA0208**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

Except for matter raised, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP* SIGNATURE REQUIRED

Date

02/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Owslebury and Morestead Parish Council**

**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2022**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Owslebury and Morestead Parish Council** for the year ended 31 March 2022 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Owslebury and Morestead Parish Council** on application to:

Juanita Madgwick (Clerk & RFO Owslebury Parish Council)

Owslebury Parish Council  
BO Box 783  
Winchester  
Hampshire  
SO23 3RD

Phone: 07869 814452

Email: [Owsleburyparishcouncil@gmail.com](mailto:Owsleburyparishcouncil@gmail.com)

Between the hours of 2pm – 4pm Monday to Friday

3. Copies will be provided to any person on payment of £2.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Juanita Madgwick Clerk and RFO

Date of announcement: 12<sup>th</sup> September 2022

Dear Member Councils,

This year's Hampshire ALC AGM agenda will include a special motion to amend the company's articles of association. A number of proposed changes are being recommended to ensure the articles reflect the changing needs of the business and in line with current business legislation.

Attached is a document providing a full summary of the changes being proposed, along with a draft copy of the new articles recommended for adoption.

Hampshire ALC kindly request your council review these documents in order to be fully informed when partaking in the voting process.

Each member council has one vote, and as per current articles, the meeting requires a quorum of one fifth of member councils in attendance for the meeting to take place, therefore we encourage as many member councils attend as possible.

This year's AGM, followed by the Annual Conference, will be held on Thursday 20<sup>th</sup> October 2022, at the Doubletree Hilton, Chilworth.

It is important that member councils fully understand the issues in relation to this. Therefore, if you would like any further information or clarification please email us at [comms@hampshirealc.org.uk](mailto:comms@hampshirealc.org.uk) We have also asked the district association chairmen to discuss this issue at the district association meetings they may be holding prior to our AGM.

Kind Regards,



# Hampshire Association of Local Councils

President: Professor John Denham FRSA

Chief Executive: Dawn Hamblet MSc, FICPD

## Summary of changes proposed in the new Articles of Association (“**New Articles**”) of Hampshire Association of Local Councils Limited (the “**Company**”)

### Overview

Hampshire ALC is a member owned not for profit limited company and exists to provide support, guidance and a collective voice for Parish and Town Councils and Parish meetings. Although we are a not for profit organisation, we are still a registered limited company and so covered by the Companies Act. We are therefore required to have Articles of Association. These are the governing document of our Limited Company (in a similar way to the standing orders within a parish council) and they must reflect the requirements of the companies Act.

The articles currently in use at Hampshire ALC are the same ones that were adopted when the Limited Company was set up 13 years ago. These do not fully reflect recent changes in legislation or in the way organisations now operate in terms of electronic payments etc. and therefore need to be updated. In order to do this, we commissioned a specialist in company law solicitor to draft recommended amendments that will bring practices up to date and futureproof any more changes.

These have been fully debated by the Chairmen of the District Associations (DAs) in their capacity as Directors of the Limited Company. However, they do need to be voted on by the membership at the AGM being held on 20<sup>th</sup> October 2022. We have outlined below a summary of the key changes, so that member councils can be familiar with them prior to the AGM.

*Explanations are noted in italics*

### Key Changes

#### 1. Membership

Membership is now divided into Four classes:

- Full Members (*pay Hampshire fees and chose to also pay NALC affiliation fees*)
- Hampshire Members (*pay Hampshire affiliation fees only*)
- Non-Hampshire Members (*located outside of Hampshire and pay Hampshire affiliation fees only*)
- Associate Members (*typically individuals, such as Internal Auditors, or Interim Clerks*)

All Members, with the exception Associate Members, can attend and vote at general meetings. Associate Members have the right to attend general meetings, but cannot vote on shareholder resolutions.

The Company proposes to update its byelaws to impose further restrictions on which members can vote on specific matters. At this stage, the following restrictions are proposed:

- Both Full and Hampshire Members can each propose the appointment of a non-executive director to the board to represent the district that their Council operates within. For the avoidance of doubt, Non-Hampshire Members and Associate Members cannot individually propose non-executive directors in this manner.
- If a resolution relates to an issue geographically centred on Hampshire then only the Full Members and Hampshire Members shall be entitled to vote on that resolution.

Under the existing Articles, membership would automatically terminate if a member did not pay their annual membership fee. This has been amended in the New Articles so that members who have not paid their fees by 31 July each year are not automatically removed as members but instead cannot vote on shareholder resolutions, or access any Hampshire ALC services until their membership fees are paid in full.

The power of the directors to remove members, where it is determined to be in the best interests of the Company remains, however this now requires a simple majority (>50%) to vote in favour, rather than a two-thirds majority under the existing Articles.

## **2. Directorship**

The New Articles reduce the minimum number of directors from seven to three. The maximum number of directors has been increased from nine to ten. *Whilst it is always the intention of Hampshire ALC to have a director from each DA, Hampshire ALC were advised that the current articles were too restrictive and were a risk to the operation of the company going forward.*

Non-executive directors serve for a term of four years. They may be reappointed by the other directors for a further term of four years. A non-executive director can serve for more than eight consecutive years only if it would be in the best interests of the Company. The absolute maximum total term for which a non-executive director can serve is twelve years.

The byelaws will state that a non-executive director appointed following a proposal from a Full or a Hampshire Member can be removed by that Member council by giving the Company notice, or upon the Company determining that the director is no longer an employee or officer of the Member council who proposed their appointment. *This is to ensure the DA retain influence over the director appointed to represent them.*

## **Quorum**

The quorum for general meetings of the Company has been reduced from 20% to 10% of the total membership that are eligible to vote. *This has been changed to be in line with other similar organisations and also to ensure the AGMs remain viable as it has often been challenging to achieve 20% attendance. This futureproofs allowance of hybrid meetings, requiring the quorum to be physically present in the room, those over and above may attend remotely.*

The quorum for board meetings has been changed from one-third of the total board to three eligible directors. This compliments the minimum number of directors being reduced from seven to three.

## **3. Virtual and hybrid general meetings**

The New Articles include wording which will allow virtual general meetings as well as 'hybrid' virtual meetings (where there is a physical meeting, but people can also connect digitally).

The solicitors have therefore recommended the wording so if the law is changed to allow fully virtual meetings in the future the wording of the New Articles would allow the Company to transition to virtual meetings without needing to make further amendments to the Articles.

## **Equestrian Development Technical Advice Note (TAN) Consultation**

The South Downs National Park Authority (SDNPA) is consulting on a draft Equestrian Development Technical Advice Note (TAN). **We would like to hear your view on the document.** Further details of how to respond to the consultation are given below.

The purpose of the Equestrian Development TAN is to provide information and guidance for both applicants and decision-makers, who may be considering an equestrian development in the South Downs National Park (SDNP). It furthers understanding of SDNPAs expectations for equestrian development in the National Park and makes clear what information should be submitted to meet Policy SD24: Equestrian development of the Local Plan.

The TAN does not cover; access, bridleways, parking or other matters related to equines and recreation.

### **Responding to the Consultation**

The Equestrian TAN and related documents are available to view on the SDNPA website on the [Equestrian Development Technical Advice Note \(TAN\) Consultation page](#) and can also be viewed at the South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH. The South Downs Centre is open from 9:00 to 16:30 and no pre-booking is required; please tell our reception team on arrival that you have come to see the hard copy of the Equestrian TAN and they will provide it.

The consultation will run for a period of 6 weeks, starting on Thursday the 29<sup>th</sup> of September. **All comments must be received by 5pm on Thursday the 3<sup>rd</sup> of November.**

Please respond by email to [Consultations@southdowns.gov.uk](mailto:Consultations@southdowns.gov.uk) or in writing to Performance and Technical, South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH.

After the end of the consultation period, any comments received will be considered in reviewing the draft TAN prior to adoption.

## Consultation on increase of taxi fares

As an organisation or agency that represents the interests of vulnerable children or adults, we are writing to consult you on the proposal to increase the maximum fares for hackney carriages (taxis) within the Council's district, with effect from 1 November 2022.

The proposed changes are as follows:

### Distance

For the first 550 yards (503 metres) or part thereof – increase to £3.20 (currently £2.80)

For each succeeding 140 yards (128 metres) or part thereof - 20p (currently; for each succeeding 170 yards (155 metres) of part thereof)

There are no proposed changes to the waiting time, extra charges; such as bank holidays, or fouling charge. More information and the current Hackney Carriage (Taxi) Fares chart can be viewed online at: [www.winchester.gov.uk/licensing/taxi-fares](http://www.winchester.gov.uk/licensing/taxi-fares).

If you wish to make representations concerning the variation of these fares please do so in writing, giving reasons for doing so, **on or before 12 October 2022**, to the following address: email: [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk) or post: Licensing Manager, Licensing Department, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ.

Yours sincerely,

## **Letter of condolence to Buckingham Palace on death of HM the Queen**

FAO: Private Secretary of new Sovereign

Dear King Charles III

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away, the thoughts of the citizens of Owslebury and Morestead are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21st century, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the deepest condolences of the residents of both the Parish of Owslebury and Morestead to His Majesty King Charles III. A Book of Condolence has been opened and will be retained in local archives in due course.

Yours faithfully

Clerk Owslebury and Morestead Parish Council  
For and on behalf of all citizens of Owslebury and Morestead Parish

MEETING REPORT: Budget Monitoring Report

DATE: 10/10/22

WRITTEN BY: The Clerk

AGENDA ITEM: 72/f

After reviewing the actual to budget expenditure up to 30 September, 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 50%.

<b>Budget heading</b>	<b>Explanation</b>
<b>Staff Costs</b>	
ACSO (+ £100)	Due to pay increase
<b>Admin Costs</b>	
Audit (+15%)	All Audit Expenses paid. Internal Auditor (May £235) External Auditor (September £200)
Credit Card (+15%)	Credit Card Fees paid in full in April
PO Box (+15%)	PO Box Fees paid in full in August
Street Lighting (+15%)	Due to increases in price of electricity that were not accounted for when setting the budget.
<b>Subscriptions</b>	
HALC (+15%)	Subscription paid in full in April
SLCC (+15%)	Subscription paid in full in September
Council for Protection of Rural England (CPRE) (+15%)	Subscription paid in full in September
Information Commissioner (+15%)	Subscription paid in full in July

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.

£6,300 on removing the remnants of the pavilion after the fire.

My suggestion is that the Council move £400 from the general reserves to Streetlighting to cover the increase in costs of electricity and move £6,300 from general reserves to Pavilion Maintenance to cover the cost of the removal of the pavilion.

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

Income	Actual Receipts	Actual Receipts	Budget Receipts	Actual Receipts	Budget Receipts	Actual Receipts
	19/20	20/21	21/22	21/22	April - March 2022/23	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		
Ring fenced other						
Ring fenced Eastleigh	3,890					
General donations	333			50		69
Sports Club	305	310	300			
Play Area Income	171					
<b>Sub Station Rent</b>	100	100	100	100	100	100
<b>Insurance Refund</b>				55		1,238
<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>32,977</b>	<b>29,972</b>	<b>31,129</b>

Expenditure	Actual Expenses	Actual Expenses	Budget Expenses	Actual Expenses to	Budget expenses April -	Actual Expenses to	Against Budget %
	19/20	20/21	21/22	Nov 21/22	March 2022/2023	22/23	
<b>Staff Costs</b>							
Clerk's Net Salary	4,994	4,821	5,750	5,085	5,750	2,438	42
Income Tax	1,198	1,205	1,440	1,271	1,440	610	42
Employers NI (13.8%)					0		
Clerk's pension					0		
Clerk's travel	134	16	150	103	150	44	29
ACSO	1,574	8,414	8,700	8,838	8,900	4,206	47
<b>Administration / General Expenditure</b>							
Chairman's Expenses	80	80	100	80	100	40	40
Councillors Expenses	20	0	50	0	50	0	
Clerk & Councillors Training	200	0	350	95	350	123	35
Publications	112	120	30	0	50	0	
Photocopying		0	50	0		0	
Postage	33	0	30	12	30	8	25
Clerk's Broadband Allowances	196	152	200	242	120	63	53
Clerk's Working from Home Allowances	125	125	125	125	125	63	50
Telephone					160	81	51
Stationary	215	135	250	114	250	122	49
Meeting Expenses	318	141	550	370	400	141	35
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	0	
Website	306	299	350	359	360	174	48
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	590	59
Street Lighting	118	82	250	200	100	221	221
General Maintenance / Repairs	216	265	500	261	500	86	17
Election costs		0			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	
<b>Pavilion</b>							
Water					100		
Electricity					100		
Maintenance Costs					100		
Removal of Pavilion					0	6,300	
<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		33
St Andrew's Church	400	525				400	
Morestead Church	200	200		200			
Owslebury Newsletter							
Christmas Lights							
Winchester CAB	250	250		250		250	
OMCA		240				500	
Christmas Lights							
Hampshire Archive				200			
OMPHC				850			
ADD	3,890						
OSCC	100						
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>				3,132		2,890	
<b>Total Expenses</b>	<b>22,946</b>	<b>25,243</b>	<b>36,442</b>	<b>33,611</b>	<b>37,207</b>	<b>25,696</b>	
Net Surplus/(Deficit)		3,885	-7,163	-634	-7,235	5,433	

Telephone Box Door - Insurance reimbursed  
 Removal of Pavilion after fire

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
<b>Closing reserves at 31st March</b>	<b>68,520</b>	<b>71,212</b>	<b>70,578</b>	<b>56,814</b>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
<b>Ring fenced</b>	
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>
<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>	17,916.02
<b>Total reserves</b>	70,578.00

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

Income	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts to Nov 21/22	Budget Receipts 2022/23	Actual Receipts to Sep 2022/23	Projected Receipts 2022/23	Budget Receipts 2023/24
	£	£	£	£	£	£	£
Precept	22,316	23,816	28,579	29,722	29,722	29,722	29,722
Council Tax Support							
CIL Money		3,951					
Ring fenced Xmas lights		685	250				
Ring fenced other							
Ring fenced Eastleigh	3,890						
General donations	333		50		69	69	
Sports Club	305	310	45				
Play Area Income	171						
Sub Station Rent	100	100	100	100	100	100	100
Insurance Refund			55		1,238	1,238	
Interest Received							
Fixed deposit	301	316	50	150		50	50
Fixed assets sale							
VAT Refund	1,160	1,091	3,893			3,096	
<b>Total Receipts</b>	<b>28,576</b>	<b>30,269</b>	<b>33,022</b>	<b>29,972</b>	<b>31,129</b>	<b>34,275</b>	<b>29,872</b>

Expenditure	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses to Nov 21/22	Budget Expenses 2022/2023	Actual Expense (Sep 22) 2022/2023	Projected Expenses 2022/2023	Budget Expenses 2023/2024
	<b>Staff Costs</b>						
Clerk's Net Salary	4,994	4,821	5,085	5,750	2,438	4,874	6,200
Income Tax	1,198	1,205	1,271	1,440	610	1,106	1,500
Clerk's travel	134	16	103	150	44	74	150
ACSO	1,574	8,414	9,248	8,900	4,206	10,200	11,000
<b>Administration / General Expenditure</b>							
Chairman's Expenses	80	80	80	100	40	80	80
Councillors Expenses	20			50			50
Clerk & Councillors Training	200		95	350	123	200	400
Publications	112	120		50			50
Postage	33		12	30	8	20	30
Clerk's Broadband Allowances	196	152	242	120	63	128	150
Clerk's Working from Home Allowances	125	125	125	125	63	125	125
Telephone				160	81	161	180
Stationary	215	135	114	250	122	180	250
Meeting Expenses	318	141	370	400	141	320	450
Insurances	740	750	782	1,000	583	583	700
Audit	405	415	420	500	435	435	500
Office Equipment	94		670	700		300	300
Website	306	299	359	360	174	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	221	770	1,000
Land Registry					3	10	50
Election Costs				50			
Shredding							100
<b>General Maintenance</b>							
Grass Cutting	1,620	1,860	2,615	3,500	1,225	2,810	5,000
Dog Waste Collections	660	885	660	700	390	800	800
Play Area Repairs & Inspections	667	2,185	79	1,000	590	1,000	2,500
General Maintenance / Repairs	216	265	261	500	86		500
Tree Works			2,150	500	170		500
Lengthsman scheme		56	56	60		60	
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	250	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
Survey Monkey			320				
<b>Grants</b>				1,500		1,500	2,000
St Andrew's Church	400	525			400		
Morestead Church	200	200	200				
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						
Hampshire & Isle of Wight Trust	100						
<b>Community Projects</b>				5,000		2,000	
Speed Sign	3,200	58					
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							3,000
Footpath Improvement (Beech Grove)							15,000
Coronation							500
Repainting of Telephone Box							300
Bench for Playground							1,000
<b>Pavilion</b>							
Water				100			
Electricity				100			
Maintenance				100			
Removal of Pavilion					6,300	6,300	
<b>VAT Paid</b>	1,164	2,414	3,209		2,890	4,000	
<b>Total Expenses</b>	<b>24,110</b>	<b>27,577</b>	<b>34,172</b>	<b>37,207</b>	<b>25,697</b>	<b>40,610</b>	<b>58,422</b>
Net Surplus/(Deficit)	4,465	2,692	-1,150	-7,235	5,432	-6,335	-28,550

RESERVES	2019/20	2020/21	2021/22	2022/23
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938
Net surplus/deficit for financial year	4,465	2,692	-1,150	-9,000
<b>Closing reserves at 31st March</b>	<b>72,396</b>	<b>75,088</b>	<b>73,938</b>	<b>64,938</b>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
<b>Ring fenced</b>	
Xmas lights (public funding)	1,185.00
Xmas lights (private funding)	0.00
Community bus (private funding)	61.15
Playground fund raising	5.27
WW1 & DD Day events	248.00
CIL Money	1,662.56
<b>Total ring fenced</b>	<b>3,161.98</b>
<b>Ear marked</b>	
Play Area Equipment	20,000.00
Play Area Painting	1,000.00
Benches (Glebe Field) x 3	3,000.00
Footpath Improvement (Beech Grove)	15,000.00
Coronation	500.00
Repainting of Telephone Box	300.00
Bench for Playground	1,000.00
	<b>40,800.00</b>
<b>General reserve</b>	<b>21,976.02</b>
<b>Total reserves</b>	<b>65,938.00</b>

# DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted by Council on 11 October 2021

Reconfirmed 10 October 2022

## 1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

## 2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
  - Retained - and for how long; or
  - Disposed of - and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
  - 'With compliments' slips.
  - Catalogues and trade journals.
  - Non-acceptance of invitations.
  - Trivial electronic mail messages that are not related to Council business.
  - Requests for information such as maps, plans or advertising material.
  - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms,

address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

- 4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

- 4.4 The retention schedules in Appendix 1: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

**5. Document Disposal Protocol**

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of a dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

**6. Data Protection Act 1998 - Obligation to Dispose of Certain Data**

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## 7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## 8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 10th edition, Chapter 11
- NALC LTN 40 - Local Councils' Documents and Records, January 2013
- NALC LTN 37 - Freedom of Information, July 2009
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

## 9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for the retention or disposal can be found in Appendix 1: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

## Owslebury Parish Council Appendix 1: List of Documents for Retention or Disposal

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Accident/ Incident Reports	20 Years	Potential Claims	Confidential waste. A list will be kept of those documents disposed of to meet the GDPR requirements
Agendas	5 Years	Management	Confidential waste
Annual Return & Audited Accounts	Indefinite	Audit requirement	N/A
Bank Statements including Deposit/ Savings Accounts	Last completed audit year	Audit	Confidential waste
Councillors Declarations of Office	4 Years or until they vacate office	Operational	Confidential waste
Information from Other Bodies e.g circulars	Retained as long as they are useful and relevant		Bin
Insurance Policies	While Valid	Management	Bin
Investments	Indefinite	Audit/ Management	N/A
Local Historical Information	Indefinite - To be kept for the benefit of the Parish		N/A
Magazines and Journals	Retained as long as they are useful and relevant		Bin
Minutes	Indefinite	Archive	Original signed paper copies of all Council minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Paid Invoices	6 Years	VAT	Confidential Waste
Personnel Files - Annual Leave/ Sick Leave	2 Years	Operational	Confidential Waste
Personnel Files - (Training records, Appraisals, contract of employment)	6 Years after termination of employments	Operational	Confidential Waste
Policy Documents	Until there is no longer an administrative requirement	Operational	Confidential Waste
Routine Correspondance and Emails	1 Year	Management	
Quotations and Tenders	6 Years	Limitation Act 1980 (as ammended)	Confidential Waste
Receipts and Payments Accounts	Indefinite	Archive	N/A
Recruitment Data	6 Months after recruitment finalised	Sex Discrimination Act, Race Relations Act, Disability Act, Employment Equality Regulation	Confidential Waste
Risk Assessments	Once superseded by a new risk assessment or once inactive	Operational	Bin
TimeSheets	Last completed audit year 3 Years	Audit (Requirement) Personal Injury (Best Practise)	Bin
Title Deeds, Leases, Agrrements, Contracts	Indefinite	Audit/ Management	N/A
Play Park Equipment Inspection Reports	21 Years		
VAT Records	6 Years	VAT	Confidential Waste
Wages, PAYE and NI Records	12 Years	Superannuation (Pensions)	Confidential Waste

RECORD KEEPING			
To ensure that records are easily accessible it is necessary to comply with the following: Alist of files tored in cabinets will be kept, Electronic files will be saved unsing relevant file names	The Electronic files will be backed up on a external hard drive.	Management	Documentation on longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR

General Correspondance	Unless it relates to specific categories outlined in the policy, records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (Shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of GDPR
Correspondance relating to staff	If relating to Audit, see relevant section above. Should be kept securely and personal data in relations to staff should not be kept longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommended this perios be 3 Years.	After an employment relationship has ended, a Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance and pensions and in respect of any related legal claims made against the Council.	Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of GDPR

<b>PLANNING PAPERS</b>			
Councils response to planning applications and all associated documents where planning is granted.	At least until completion of development - major/ contentious developments only	Management	Bin
Councils response to planning applications and all associated documents where planning is refused	At least until the period within which an appeal can be made has expired	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/ Neighbourhood Plans	Indefinate	Historical purpose	N/A



# **Complaints Handling and Complaints Procedure**

**Adopted 10 October 2022**



## Complaints Procedure

1. Owslebury and Morestead Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how the Council shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 17 May 2022 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Winchester City Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Winchester City Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within Ten working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## Contacts

Juanita Madgwick  
The Clerk of Owslebury and Morestead Parish Council

PO Box 783  
Winchester

# OWSLEBURY & MORESTEAD PARISH COUNCIL



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The Chairman of Owslebury and Morestead Parish Council

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# **Equality and Diversity Policy**

**Adopted on 10 October 2022**



## 1) Introduction

- i) Owslebury and Morestead Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Council has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- iv) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
- v) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

## 2) Our Commitment as an Employer



- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Training, development and progression opportunities are available to all staff.
- iv) Equality in the workplace is good management practice and makes sound business sense.
- v) We will review all our employment practices and procedures to ensure fairness.

### **3) Our Commitment as a Service Provider**

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) This policy will be monitored and reviewed annually.
- iv) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- v) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

### **4) Equal Opportunity Policy Statements**

#### **AGE**

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and



- challenge discriminatory assumptions about younger and older people.

## **DISABILITY**

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information.

## **RACE**

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Parish Council.

## **GENDER**

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

## **SEXUAL ORIENTATION**

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

## **RELIGION OR BELIEF**

We will:



- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

## **PREGNANCY OR MATERNITY**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

## **MARRIAGE OR CIVIL PARTNERSHIP**

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

## **EX-OFFENDERS**

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

## **EQUAL PAY**

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.