

31. 2022/ 2023
FC. 10.10.22

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
10th OCTOBER 2022
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

Present: Parish Councillor John Chapman (in the Chair).
Parish Councillors Mark Egerton, John Foster, Simon Grinstead, Astrea Hurlock, Yassir Mahmood and Will Martin

In Attendance: Juanita Madgwick (Clerk) District Councillor Bolton

Also in Attendance: 3 Members of the public were present

61/22 APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from District Cllr Lumby

62/22 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS.

None

63/22 APPROVAL OF MINUTES.

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 28 September 2022, and the Council **Resolved**, unanimously, that they were a true record.

64/22 CONSIDERATION OF APPLICATIONS FOR THE CLLR VACANCIES AND APPOINTMENT OF THE CANDIDATES VIA THE CO-OPTION PROCESS

The application forms to be considered for co-option from two residents had been circulated to all Cllrs prior to the meeting.

At the meeting, each candidate was given the opportunity to introduce themselves and to answer questions from Cllrs.

It was **Resolved** by a unanimous vote to co-opt Simon Grinstead as a Cllr.

It was **Resolved** by a unanimous vote to co-opt Yassir Mahmood as a Cllr.

After signing their Declaration of Acceptance of Office, Cllrs Grinstead and Mahmood took their place as Cllrs at the meeting.

65/22 PUBLIC QUESTIONS AND COMMENTS.

a) Planning

None

b) Other items

None

66/22 PLANNING

a) Planning applications

SDNP/22/03690/CND	Morestead Hill Cottages Morestead Hill Morestead Hampshire SO21 1NB
Proposal	Variation of condition 3 of permission SDNP/21/02599/FUL-Demolition of the existing dwelling and erection of a replacement dwelling with associated access and parking. This application seeks to allow the retention of the original dwelling on the site for the purposes of providing an annexe for dependent relatives and for purposes incidental to the occupation of the new house.
Parish Council Comment	The Parish Council object to this planning application. The Council objected to the replacement dwelling due to environment concerns and had asked for a condition for the existing dwelling to be demolished if the replacement dwelling was approved. The existing dwelling had already had planning consent for a considerable extension. The Council now feel that the applicant always had it mind that they were never going to demolish the existing dwelling, when applying for the new dwelling due to the considerable amount of money the applicant had already spent on it. The application goes against the current SDNP planning policy as Owslebury has no housing allocation in the Local Plan.

b) Planning Decisions

SDNP/22/03474/PA3R	Ratcliffe Orchids Ltd Pitcot Lane Owslebury Winchester Hampshire SO21 1LR
Proposal	Change of use of an existing agricultural building to a flexible commercial use as a dental surgery
Decision	Prior Approval Not Required / Application Determined

67/22 TO CONSIDER THE APPLICATION TO VARY THE PREMISES LICENCE – THE SHIP INN, MAIN ROAD, OWSLEBURY

The Clerk had circulated the plans for the premises and the application to all prior to the meeting (Appendix 1).

The Parish Council **Resolved** unanimously not to object to vary the premises licence to the Ship Inn.

68/22 RECEIVE THE DISTRICT AND COUNTY COUNCILLORS REPORT

The Clerk had circulated the District and County Councillors Reports to all prior to the meeting, which were received and noted (Appendix 2).

69/22 RECEIVE AN UPDATE ON THE FPPT BROADBAND PROJECT

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The Clerk had circulated a report on the Broadband FPPT project to all prior to the meeting, which advised that the project would complete in December/ January 2023 as some landowner had not send back information, which was received and noted (Appendix 3).

The Clerk advised that she had been in contact with Openreach and Hensting Lane SO50 would be included in the project. The Clerk had also asked Openreach if the Parish Council could help with contacting the landowners, at the time of the meeting no response has been received.

70/21 HIGHWAYS

a) RECEIVE AN UPDATE ON THE BEECH GROVE PATHWAY IMPROVEMENTS

The Clerk had circulated a report on the Beech Grove pathway improvements to all prior to the meeting, which included the Council being unsuccessful in the CiL grant funding from SDNP, if the Council should re-apply for the grant and to obtain a full design concept so that quotes can be obtained to cost the project (Appendix 4).

The Chairman advised that he had been in contact with Cllr Humby on this project and he would like to help progress this project and had asked the Clerk to send all correspondence on the project to Cllr Humby.

The Council **Resolved** unanimously to ask Havant Highways for a full concept design, apply for a Hampshire County Council grant, gain quotes for the works, and apply for the CiL funding when the Council have received the quotes so that the Council can apply for the full amount of the cost.

b) GENERAL MATTERS

A Cllr asked if any progress had been made on placing the SLR sign in Hensting Lane. The Clerk advised that she had contacted Hampshire Highways, but no response had been received. The Clerk advised that she would report back to the Council once a response had been received.

71/22 OPENS SPACES, RECREATION AND PLAYGROUNDS

a) CONSIDERATION OF ANY GENERAL MATTERS

Cllr Egerton advised the Council that a Pavilion meeting was scheduled for Wednesday 12 October and that he would prepare a report for the next Parish Council meeting.

Cllr Egerton advised that the committee had been unsuccessful with the lottery funding, therefore, the committee were looking at modular pavilions.

72/22 RIGHTS OF WAY

a) CONSIDERATION OF ANY GENERAL MATTERS

None

73/22 FINANCE, ADMINISTRATION AND STATUTORY

a) TO NOTE PAYMENTS MADE SINCE THE LAST MEETING AND NOTE RECEIPTS AND TO APPROVE PROPOSED PAYMENTS

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

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
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	
85	47.79	SSE Street Lights	DD
86	593.73	Swanmore PC - ACSO	

Receipts:

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

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

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

c) RECEIVE AND NOTE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN BACK FROM THE EXTERNAL AUDITOR AND CONFIRMATION THAT THE CONCLUSION OF AUDIT NOTICE HAS BEEN DISPLAYED

The Clerk had circulated the Annual Governance and Accountability Return and the conclusion of Audit to all prior to the meeting (Appendix 5). The external auditor has confirmed that the information in section 1 and 2 is in accordance with Proper Practices. The Clerk advised Fixed Asset Register had been sent back for amendments which had been completed and sent back and had been accepted.

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The Clerk advised at the meeting that the Conclusion of Audit had been displayed in the noticeboard and on the website on 12 September 2022.

The Council **Resolved** unanimously that the Annual Governance and Accountability Return had been received and noted and that the Conclusion of Audit should be displayed in the noticeboard for 14 days. It would stay on the website indefinitely.

d) CONSIDERATION OF THE PROPOSAL FROM HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS TO AMEND ITS COMPANY ARTICLES OF ASSOCIATION

The Clerk had circulated the proposal from Hampshire Association of Local Councils to amend its company articles of association to all prior to the meeting (Appendix 6).

The Council **Resolved** unanimously not to comment on the proposal from Hampshire Association of Local Councils to amend its company Articles of Association.

e) CONSIDERATION AND AGREEMENT OF THE COUNCILS RESPONSE TO THE SDNP EQUESTRIAN DEVELOPMENT TECHNICAL ADVICE NOTE (TAN) CONSULTATION

The Clerk had circulated the consultation the SDNP equestrian development technical advice note to all Councillors prior to the meeting (Appendix 7).

The Council **Resolved** unanimously not to comment on the SDNP Equestrian Development Technical Advice Notes consultation.

f) CONSIDERATION AND AGREEMENT TO THE COUNCILS RESPONSE ON WINCHESTER CITY COUNCILS CONSULTATION ON INCREASING OF TAXI FARES

The Clerk had circulated the consultation on Winchester City Councils consultation on increasing taxi fares to all Councillors prior to the meeting (Appendix 8).

The Council **Resolved** unanimously not to comment on Winchester City Councils consultation on increasing of taxi fares.

g) APPROVE THE COUNCILS CONDOLENCE LETTER TO KING CHARLES III

The Clerk had circulated the condolence letter to King Charles III to all Councillors prior to the meeting (Appendix 9).

The Council **Resolved** unanimously to approve the condolence letter to King Charles III.

h) REVIEW THE ACTUAL BUDGET FOR THE SECOND QUARTER OF 2022/23 INCLUDING THE STATEMENT OF VARIANCE

The Clerk had circulated the actual budget for the second quarter of 2022/23 and the statement of variance all Councillors prior to the meeting (Appendix 10).

The Clerk advised the Council to 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.

The Council **Resolved** unanimously to move £400 from the general reserves to Streetlighting and to move £6,300.00 from general reserves to Pavilion Maintenance.

i) CONSIDERATION OF THE DRAFT BUDGET FOR THE FINANCIAL YEAR 2023/24

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The Clerk had circulated the draft budget for the financial year 2023/24 to all Councillors prior to the meeting (Appendix 11).

The Clerk advised that she had increased the Streetlighting budget to £1,000.00 due to the rising costs in electricity, and that she had included some potential projects for the Council to consider such as new benches for the Glebe field, painting the play equipment, painting the telephone box and a picnic bench for the play area. The Clerk advised that she had included £500.00 for the coronation.

There was some discussion around the budget. The Cllrs asked the Clerk if there was a way to decrease the cost of the Streetlighting. The Clerk advised that there was a Hampshire County Council part night lighting, where Streetlights are turned off between the hours of 1am and 4am. The Council asked the Clerk to investigate this initiative and report back to the next meeting. There was also discussion around the projects for next year.

The Council asked the Clerk to look into cheaper benches for the Glebe field to try and reduce the budget.

Action:	By Whom:
To investigate the part night lighting Cheaper benches for the Glebe field	The Clerk

The Council **Resolved** unanimously to remove the picnic bench for the play area from the proposed budget.

j) REVIEW AND APPROVE THE DOCUMENT AND RETENTION POLICY

The Clerk had circulated the Document and Retention policy to all Councillors prior to the meeting (Appendix 12).

The Council **Resolved** unanimously approve the document and retention policy, with the amendment under 'declarations of office' 4 years or until they vacate and add **whichever is earlier** and under 'Quotations and tenders' and add **12 years for contracts executed as a deed** place a copy on the website.

There was discussion on the Clerk keeping the Council records at home and if it would be more secure if the records were held in a storage unit and to look into the cost of this. The Council asked the Clerk to ask what other Clerks who work from home do and to put this on the agenda for the next meeting.

Action	By Whom
Look into the cost for storage Ask other Clerks how they store Council records	The Clerk

k) REVIEW AND APPROVE THE COMPLAINTS POLICY

The Clerk had circulated the complaints policy to all Councillors prior to the meeting (Appendix 13)

The Council **Resolved** unanimously approve the complaints policy and place a copy on the website.

l) APPROVAL OF THE EQUALITY AND DIVERSITY POLICY

The Clerk had circulated the Equality and Diversity policy to all Councillors prior to the meeting (Appendix 14)

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The Council **Resolved** unanimously approve the Equality and Diversity policy and place a copy on the website.

74/22 INFORMATION EXCHANGE AND AGENDA ITEMS FOR NEXT MEETING.

The Chairman advised that he and Cllr Hurlock had attended a planning training course that had been very useful. He also asked all Cllrs who would represent Owslebury at WDALC meetings. The Cllrs would consider this request.

The Chairman asked if a Councillor would attend the HALC AGM on Thursday 20 October, Cllr Hurlock volunteered to attend the AGM.

The Council asked the Clerk to put Recording of meetings, purchase of a filming recording device and updated Standing Orders on the next agenda.

75/22 AGREEMENT OF THE DATE OF THE NEXT COUNCIL MEETING

The next meeting will take place on Monday 14 November at 7pm.

76/22 PASSING OF A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE FOLLOWING ITEMS CONCERNING STAFF

The Council **Resolved** unanimous to exclude the public and press from the meeting due to the following item concerning staff.

77/22 CONSIDERATION AND AGREEMENT TO THE CONTINUED EMPLOYMENT OF THE ACSO FOR A FURTHER YEAR

There was some discussion on this, and the Council asked the Clerk to defer this agenda item to the November meeting.

There being no further business the meeting closed at 9:00pm

Chairman:

Date: