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## COUNTY COUNCILLOR ROB HUMBY'S REPORT APRIL 2023

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

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

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

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

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

#### **Universal Services:**

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

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

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

#### **HR, Performance, Communications and Inclusion and Diversity**

- Executive Member, Cllr Kirsty North

## **Responsibility for on-street parking services across Hampshire returning to the County Council**

From 1 April 2023 the management of on-street parking services, including parking enforcement, new parking controls and residents' parking permits across the whole of Hampshire, will become the direct responsibility of Hampshire County Council. The Authority already successfully manages on-street parking services within the district and borough authority areas of Fareham, Gosport, New Forest and Test Valley and, at the beginning of next month, this responsibility will expand to cover Basingstoke, Eastleigh, East Hampshire, Havant, Hart and Rushmoor, with Winchester\* following from 1 October 2023.

[Responsibility for on-street parking services across Hampshire returning to County Council | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/04/11/responsibility-for-on-street-parking-services-across-hampshire-returning-to-county-council)

## **High Praise for Hampshire's social workers following Ofsted visit**

Hampshire County Council's child and family social workers are 'knowledgeable, confident and child-centred' and ensure that children have a 'meaningful voice' in decisions about their care. This is one of many positive findings highlighted by Ofsted, following a focused visit to Hampshire Children's Services

[High praise for Hampshire's social workers following Ofsted visit | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/04/11/high-praise-for-hampshire-social-workers-following-ofsted-visit)

## **Investing in Hampshire's communities to support social prosperity**

Grants totally over £40,000 have been agreed by Hampshire County Council to fund projects that respond to local need and will benefit residents and local communities across Hampshire County Council

[Investing in Hampshire's communities to support social prosperity | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/04/11/investing-in-hampshire-communities-to-support-social-prosperity)

## **Spring into the Easter Break with fun, food and friendship for Hampshire's vulnerable families**

Hampshire County Council is funding holiday schemes for eligible children at 132 venues over the Easter Break, as part of its Holiday Activities and Food (HAF) Programme

[Spring into the Easter break with fun, food and friendship for Hampshire's vulnerable families | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/2023/04/11/spring-into-the-easter-break-with-fun-food-and-friendship-for-hampshire-vulnerable-families)

## **County Council funding agreed to support bus route between Waltham Chase and Hedge End**

Funding has been agreed by the County Council to support Stagecoach to provide a bus service between Waltham Chase, Bishops Waltham and Hedge End. The 49 will operate from Monday 3 April, and will replace the X9/X10 routes operated by Xelabus which will end on Friday 31 March

[County Council funding agreed to support bus route between Waltham Chase and Hedge End | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-funding-agreed-to-support-bus-route-between-waltham-chase-and-hedge-end)

## **County Council to move forward with traffic regulation enforcement**

A policy has been agreed by the County Council which will guide how it applies its new powers to enforce certain types of traffic restrictions which are put in place to improve highway safety and help reduce traffic congestion

[County Council to move forward with traffic regulation enforcement | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-to-move-forward-with-traffic-regulation-enforcement)

## **Keeping up momentum – County Council finances top the agenda in ministerial meeting**

The severe financial crisis facing county councils nationally in the next few years has topped the agenda of a key meeting at Hampshire County Council with Minister for Local Government, Lee Rowley MP

[Keeping up momentum - County Council finances top the agenda in ministerial meeting | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/keeping-up-momentum-county-council-finances-top-the-agenda-in-ministerial-meeting)

## **Transport investment plan for the South East gets the green light**

Following five years of technical work and stakeholder engagement Transport for the South East's (TfSE) Strategic Investment Plan received final approval from their Partnership Board on 13 March 2023

[Transport investment plan for the South East gets the green light | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/transport-investment-plan-for-the-south-east-gets-the-green-light)

## **Hampshire County Youth Band to celebrate 60 years of music on a high note**

The Hampshire County Youth Band will be taking over The Anvil in Basingstoke for an exciting two-day line-up of performances on 15 and 16 April to celebrate six decades of musical performance and education in Hampshire

[Hampshire County Youth Band to celebrate 60 years of music on a high note | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-county-youth-band-to-celebrate-60-years-of-music-on-a-high-note)

## **Extra County Council funding to support Hampshire bus services**

Additional financial support is being given to bus operators in Hampshire to help operators maintain services that have not yet regained the passenger levels seen before the Covid-19 pandemic

[Extra County Council funding to support Hampshire bus services | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/extra-county-council-funding-to-support-hampshire-bus-services)

## **Plans progressed for school and early years projects totalling nearly £3 million**

Hampshire County Council has agreed to a range of proposals that could bring more good news for schools and early years settings across the county

[Plans progressed for school and early years projects totalling nearly £3 million | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/plans-progressed-for-school-and-early-years-projects-totalling-nearly-3-million)

## **Become an Autism Ambassador and help make a difference**

Hampshire Autism Partnership Board is shining a light on the fantastic role Hampshire's Autism Ambassadors play and calling for more people to sign up to the scheme

[Plans progressed for school and early years projects totalling nearly £3 million | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/plans-progressed-for-school-and-early-years-projects-totalling-nearly-3-million)

## **County Council welcomes additional money from Government for pothole repairs**

Hampshire County Council has welcomed additional funding for pothole repairs confirmed in the Government's Spring Budget on Wednesday 15 March. The Chancellor announced a further £200m for the national Pothole Fund to help local communities to tackle this issue with £5,954,400 confirmed for Hampshire

[County Council welcomes additional money from Government for pothole repairs | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-welcomes-additional-money-from-government-for-pothole-repairs)

## **Hampshire and Isle of Wight buzzing to be chosen as next location for pioneering #BeeWell programme**

Hampshire and the Isle of Wight is set to become the second region in the UK to benefit from England's largest youth-centred wellbeing programme

[Hampshire and Isle of Wight buzzing to be chosen as next location for pioneering #BeeWell programme | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-and-isle-of-wight-buzzing-to-be-chosen-as-next-location-for-pioneering-beewell-programme)

## **By-Election announced for Purbrook and Stakes South County Electoral Division in Havant**

Hampshire County Council has announced that a by-election will be held on Thursday 4 May 2023 in the Purbrook and Stakes South County electoral division, following the resignation of Councillor Gary Hughes

[By-Election announced for Purbrook and Stakes South County Electoral Division in Havant | 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

# Winchester City Councillors April '23 report

## Election time table

Final warning on the voter ID required if you vote in person on the 4th May 2023.

[www.winchester.gov.uk/elections/voter-id](http://www.winchester.gov.uk/elections/voter-id)

Electors will have to show an approved form of photo identification before voting in a polling station or if you do not have photo ID a Voter Authority Certificate can be applied for. The deadline for this is 5pm 25th April. [Voter Authority Certificate application](#)

Many of our residents opt for postal voting and the voter ID changes do not apply to postal votes in the local elections on 4<sup>th</sup> May.

The following are other important deadlines with links to forms and online registrations.

Register to vote deadline is 17<sup>th</sup> April. [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

Postal vote form applications must be in by 5pm 18<sup>th</sup> April. [Postal vote application](#)

Proxy vote form applications must be in by 5pm 25<sup>th</sup> April. [Proxy vote application](#)

## Constituency boundary

The boundary commission has now closed its public consultation and will report back to the government with its recommendations by 1<sup>st</sup> July 2023. The proposal for our constituency has not changed from the initial proposal so it is very likely that the Upper Meon Valley ward in its entirety will fall under a revised Winchester constituency represented currently by Steve Brine MP.

Flick Drummond MP will continue to be the Meon Valley MP until the next general election but this week she is up against Suella Braverman in the selection for the new Farnham and Waterlooville seat.

## Pot holes

It's more important to get those pot holes notified as soon as possible as Hampshire County Council have just received an extra £6m from central government to help with the programme of repairs.

[www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes](http://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes)

Councillor Neil Bolton, Upper Meon Valley ward

[Nbolton@winchester.gov.uk](mailto:Nbolton@winchester.gov.uk)

Councillor Hugh Lumby, Upper Meon Valley ward

[Hlumby@winchester.gov.uk](mailto:Hlumby@winchester.gov.uk)



MEETING REPORT: Kings Coronation

DATE: 17/04/23

WRITTEN BY: The Clerk

AGENDA ITEM: 172

The Pavilion committee are planning to hold a family sports day at the village green on 7th May from 1pm to 4ish to celebrate the Kings Coronation whilst bringing the village together for some summer fun.

The focus is on the kids in the village, they are hoping to have a game of rounders, tug of war, some wellie wanging plus other games.

The idea is for everyone to bring a picnic along and your own drinks to help celebrate the day. They will set up a couple of BBQs for people who wish to use them.

The Mugs that the Council agreed to buy for every child at Owslebury school have arrived and are ready to be handed out.

### GROWS report 23<sup>rd</sup> April 2023

We had a well attended meeting on the 3<sup>rd</sup> of April in which we all got involved in group exercises organised by Belinda.

We discussed the topics of Biodiversity, Food, Travel, Energy and the Circular Economy, pledges were made to take actions forward which included:

- Assemble a parish skills directory.
- Promote no mow May
- Set up a swishing event
- Investigate the feasibility of EV charging in the Parish Hall car park
- Contact WCC to find out what happens to the contents of the green bins
- Investigate battery recycling
- Get quotes for thermal imaging cameras
- Find out more information on “how to compost”
- Create a seasonal recipe book with gardening hints and tips and investigate having a village fridge for surplus food.
- Liaise with the School on the topic of Biodiversity and education
- Investigate 3 types of recycling bin including a proposal that the PC contributes to them
  - tetra pak/crisp packets and plastic film

A parishioner proposed to manage a Facebook group.

We decided on a name: GROWS standing for Green Owslebury.

We will be holding another meeting on the Wednesday 3<sup>rd</sup> of May at 7pm to share our progress and any helpful information we may have learned about “going green” along the way.

MEETING REPORT: Letter to Flick Drummond

DATE: 17/04/23

WRITTEN BY: The Clerk

AGENDA ITEM: 174

At a recent Southern Parishes meeting a Cllr from one of the Parishes asked if other parishes would be interested in writing a letter to our MP Flick Drummond to ask for support in lobbying to get the Electricity Bill (which is a private members bill) passed.

If this was passed it would enable a community energy scheme to sell electricity direct to local residents without the enormous markup charged by the major energy providers. Details are available on [powerforpeople.org.uk](https://powerforpeople.org.uk). Members of the Southern Parishes Group agreed that a letter should go from the Group and also from individual parish councils if they agreed to write. Below is a template letter that Upham will be writing, which I have amended for Owslebury Parish Council.

Dear Flick,

This letter is to ask you to join with 318 MPs from all parties who are supporting the Local Electricity Bill. This, as you will probably know, is a private members bill that has been designed to unleash the power of local communities everywhere to make a serious contribution to providing sustainable and resilient sources of renewable energy. Community Energy schemes currently supply just 0.5% of all electricity generation. It is believed that, with the right encouragement, this could grow to supplying 10% of all our electricity needs. Following the recommendations of the Government's own Net Zero review, the bill would assist this growth by enabling small (under 5MW) community-based energy suppliers to sell direct to their local community. This would cut out the enormous middle-man charges made by the big six energy suppliers. As you can imagine this will have a dramatic impact on the viability of community energy schemes.

Details are available on the website <https://powerforpeople.org.uk/>

There is a move in the House of Lords to incorporate the provisions of the Local Electricity Bill as amendments to the Government's own Energy Bill, which is currently progressing through the Lords and presumably to return shortly to the Commons. If these amendments are added to the Energy Bill we would, as a Parish Council within Meon Valley, urge you to support them. As we say, these measures have broad cross-party support and the MP sponsors are led by Conservative MPs David Johnston and Peter Aldous.

We can see that this bill will give Community Energy schemes everywhere, including those in parishes in Meon Valley, a very helpful boost, and we are sure you would want to support them as best you can.

Kind regards,



Helping our Communities & People to Thrive

**Owslebury Parish  
Housing Need Survey**

**Final Report**

**April 2023**

**Completed by Hampshire Homes Hub,  
Action Hampshire**

Research conducted and written by Action Hampshire.

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## **Appendices**

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Appendix 2 – Owslebury questionnaire (Separate document)	-
Appendix 3 – Owslebury newsletter article (Separate document)	-

# 1. Introduction and Background Information

## Key features

The Owslebury Parish Housing Need Survey was carried out in January 2023. It was designed to identify the need for affordable housing from local people within the Parish. 355 households (all households within the Parish) were sent a paper copy of the survey questionnaire and a covering letter along with a freepost envelope. Residents were only asked to complete the survey if they, a member of their household or a family member had a need for affordable housing and has a local connection to the Parish. Residents also had the option to complete the survey online if they preferred.

In total, 12 survey responses were received. Of these 2 were not processed as the questionnaire was only partially completed and a further 2 respondents completed the surveys online but were not interested in affordable housing. In total, 8 completed responses were received from people requiring affordable housing to rent or buy in Owslebury Parish.

The survey questionnaires were posted to all households in the Parish and delivered around 9<sup>th</sup> January 2023. The survey ran for three weeks, until Tuesday 31<sup>st</sup> January 2023. Postal surveys were also accepted for a further week.

## Introduction to the survey

The survey was designed to identify households in need of affordable housing with a local connection to the Parish of Owslebury, who cannot currently afford to rent or buy in the Parish.

By local connection we mean that you either have lived and have family living there now, currently live or work in the Parish, or need to live in the Parish to support or be supported by a close family member who lives there. By close family members we mean spouse, civil partner, mother, father, sister, brother, daughter or son.

This report provides an independent assessment of the housing need in the Parish. A copy of the covering letter and questionnaire sent to all residents in the Parish can be found in **Appendices 1 and 2**. The newsletter advertising the survey can be found in **Appendix 3**. Please note that Appendices 1-3 are separate documents.

The findings in this report are based on the survey results. They should be read in conjunction with other district-wide housing need surveys, the housing market assessment and affordable housing and planning policies, in order to place the conclusions in a district-wide, sub-regional and regional context.

## Background information

Housing is an important issue in rural communities. Recent increases in house prices have far outstripped average increases in earnings, meaning that local people on low and average earnings can be priced out of their local area. House prices are less affordable in predominantly rural areas than in predominantly urban areas (excluding London).

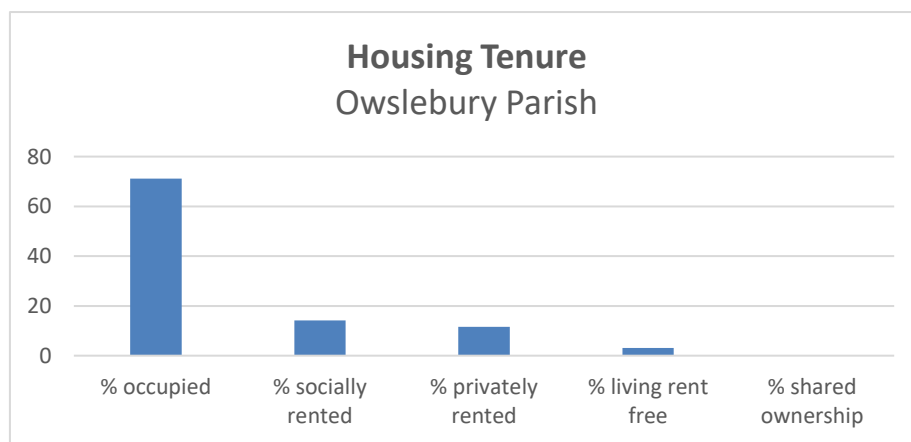
In 2021, the average lower quartile house price was 9.2 times higher than the average lower quartile earnings in predominantly rural areas in England. This compares with 8.0 times in predominantly urban areas (excluding London).<sup>1</sup>

In 2021, the cheapest homes in Winchester District cost 12.29 times more than the District's lower quartile annual incomes. This is more than 14 times in the Winchester District areas covering South Downs National Park<sup>2</sup>

## Existing housing stock within Owslebury Parish

The 2011 Census<sup>3</sup> identifies the tenure of properties within Owslebury Parish, with 71.2% of households in owner occupied accommodation, 14.1% in social rented accommodation, 11.6% privately renting, 3.1% living rent free and 0.0% in shared ownership accommodation.

This is shown in the graph below.



<sup>1</sup> <https://www.gov.uk/government/statistics/rural-housing>(Statistical Digest of Rural England July 2022 Edition, DEFRA)

<sup>2</sup> ONS House price to residence-based earnings ratio dataset, Table 6c Ratio of lower quartile house price to lower quartile gross annual (where available) residence-based earnings by local authority, England and Wales, 2002 to 2021  
<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/ratioofhousepricetoresidencebasedearningslowerquartileandmedian>

<sup>3</sup> 2011 census data source: [www.nomisweb.co.uk/reports/localarea](http://www.nomisweb.co.uk/reports/localarea)

## Existing affordable housing in Owslebury Parish.

Winchester City Council (WCC) own 42 affordable rented properties in Owslebury Parish. 23 are general needs rented and 19 are for those over 60 years of age.

In the last 5 years across all of the affordable properties in Owslebury owned by Winchester City Council there have been 4 re-lets in the homes restricted to those over 60 years of age and 7 re-lets for general needs under 60 years of age.

## Population

The 2021 Census results of populations at Parish level have not yet been published and so this report is showing the results from the last Census in 2011.

The 2011<sup>4</sup> Census results show that at that time, the Parish of Owslebury had a population of 818 residents. The table below shows the age range of the residents recorded as a percentage. This is compared with the population of Winchester District and England as a whole.

<b>Age</b>	<b>Owslebury Parish</b>	<b>Winchester District</b>	<b>England</b>
<b>Under 16 years of age</b>	18.6%	18.4%	18.9%
<b>16- 64 years of age</b>	62.2%	62.8%	64.8%
<b>65 years of age and over</b>	19.2%	18.7%	16.3%

The above table shows that in 2011, Owslebury had a higher proportion of people of older age compared to the Winchester and average for England. It also shows that the results for the Under 16 table and 16-64 were comparable to the results for Winchester District.

---

<sup>4</sup> 2011 census data source: [www.nomisweb.co.uk/reports/localarea](http://www.nomisweb.co.uk/reports/localarea)



## 2. Survey Purpose and Approach

The purpose of the Housing Need Survey was to acquire detailed information about the current housing need within the Parish of Owslebury, specifically those households requiring affordable housing (both rented and shared ownership).

The survey took the form of a paper questionnaire. A covering letter and questionnaire was delivered to all households within the Parish. Only those with an affordable housing need or with family with a housing need were asked to respond.

Respondents were also given the option to fill the survey out electronically through the platform Survey Monkey.

The covering letter and questionnaires were posted and delivered to households around 9<sup>th</sup> January 2023.

Residents were asked to complete the questionnaire by January 31<sup>st</sup> 2023.

The survey was also advertised on the Parish Council website and as an article in the Parish magazine.

12 questionnaires were completed/returned. However, it should be noted that 4 of the surveys were incomplete or were completed in error.

The questionnaire was based on an established survey format. The assessment and survey was designed and conducted in accordance with sector best practice including 'Producing Robust and Influential Rural Housing Needs Surveys', a guide prepared by the National Rural Housing Enablers Network.

Advice regarding the format of the questionnaire was provided by the Community Led Housing Adviser at Action Hampshire and Winchester City Council and South Downs National Park and the final questionnaire was agreed with the Parish Council.

It should be noted that some respondents did not answer all of the questions asked. The percentages quoted are based on the responses received for that particular question and the number of respondents is noted.

The questionnaire and responses have been split into five sections:

- **Households in need of affordable housing** (Questions 1-4)
- **The new home** (Questions 5-9)
- **Finance: paying for the new home** (Questions 10-13)
- **Registering for affordable housing** (Questions 14-15)
- **Future housing needs and final comments** (Questions 16-17)

## What is affordable housing

The definition in this report has been taken from the Revised National Planning Policy Framework 20 July 2021:

Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

**(a) Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes, affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

**(b) Starter homes:** is as specified in [sections 2 and 3 of the Housing and Planning Act 2016](#) and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

**(c) Discounted market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

**(d) Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to government or the relevant authority specified in the funding agreement.

(Please note that when we refer to housing association, local authority or community led organisation rented properties, this could be social rented or affordable rented.)

Shared ownership homes are designed to help those who do not have the financial means to buy an open market property, by offering them the chance to have a home which they can part purchase, paying rent on the remaining share. When provided in rural parishes, shared-ownership homes can be restricted to remain affordable in perpetuity, and not be sold on the open market. They are prioritised to people with a **local connection** to the Parish.

Winchester City Council's Housing Allocation Policy requirements for rented homes through the housing register in rural parishes are as follows:

You may have a **local connection** to an area or Parish if:

- Ordinarily resident in the village/Parish
- Previously ordinarily resident in the village/Parish prior to the date of allocation and has family who ordinarily reside there.
- Employment – current or to take up permanent employment in village/Parish.
- To support or be supported by member of family ordinarily resident in the village/Parish.

Under the District Council's Housing Allocations Policy, lettings of affordable housing within the rural parishes are prioritised to applicants with a local connection to the Parish. Where no applicants with a local connection have bid for a property the property will be offered to applicants with a local connection to surrounding parishes and then the wider District.

The terms 'house' and 'housing' used in this report refer to all types of residential property including flats, bungalows, sheltered accommodation etc. unless otherwise stated.

Some of the survey results have been cross referenced with information from the Office for National Statistics (ONS). Supporting/background information has also been provided from housing and affordability reports produced by and/or for Winchester City Council. These sources have been identified throughout the report.

Respondents were also given the opportunity to provide further comments about their housing situation (Question 4), their local connection (Question 3) and the type of housing they are looking for (Question 9). Respondents were also able to provide any other comments at the end of the survey (Question 17).

### **3. Key Findings and Recommendations**

The postal questionnaire was sent to 355 households in Owslebury Parish, inviting households needing affordable housing to rent or buy to complete the housing need survey.

8 completed responses were received.

#### **Section 1 – Households in need of affordable housing**

- Of the 8 respondent households represented; the majority (3) are renting from Winchester City Council or living with family or friends (2).
- 5 respondent households need to move in less than two years, 2 need to move in 2-5 years and 1 needs to move in more than five years.
- All 8 respondent households currently live in Owslebury Parish, with some identifying more than one connection.
- Of the 8 respondent households currently living within the Parish, 5 have lived in Owslebury for more than 6 years; of these 2 have been resident for more than 10 years.
- A variety of reasons were selected for needing a new home in the Parish. The most popular response was the need to start a new home chosen by 3 respondents, followed by 'retiring' chosen by 2 respondents and needing a larger home due to overcrowding chosen by 2 respondents. Difficulty affording rent and mortgage payments, health problems and the need to be nearer work were also mentioned.

#### **Section 2 – The New Home**

- Out of the 8 respondent households, 4 are families, 3 are couples and 1 is a single person.
- 23 household members are represented in the survey within all age groups. 10 of the 23 are between the age range of 16-44 years of age. 6 respondent household members are over 65 years of age, 2 members are between 45 and 64 and 5 children are also represented.
- Of the 8 households, the majority (6) require a 2-bedroom property. 1 requires a 3-bed property and 1 requires a 4-bed property.
- 2 respondent households stated a need for specialist housing for medical reasons. Of these, 1 required ground floor accommodation.

- With regard to tenure, 6 respondent households selected renting from a housing association, local authority or community led housing association. 2 respondent households selected shared ownership and/or other forms of affordable home ownership as a tenure choice. Of these 1 may not be eligible for the scheme on level of income.

### **Section 3 – Finance: Paying for the new home**

- Households need to earn less than £60,000 per annum to be eligible for an affordable rented property and less than £80,000 per annum to be eligible for shared ownership.
- 7 of the 8 respondent households earn less than this. Only 1 respondent earned over £80,000 and may not be eligible for affordable housing to rent or buy.

### **Income**

- 5 of the 8 respondents needing affordable housing in Owslebury had incomes below the 2021 Winchester District lower quartile residence-based earnings level of £26,842.
  - 3 households' combined income - £15,000 or less
  - 1 household's combined income - £20,000 or less
  - 1 household's combined income - £25,000 or less
- 3 of the 8 respondents needing affordable housing in Owslebury had incomes above the 2021 Winchester District median residence-based earnings gross level of £37,203.
  - 2 households' combined income - £40,000 and 50,000
  - 1 household's combined income - £80,000 and above.
- 7 of the 8 respondents were prepared to pay between £500 and £800 per month for rent or mortgage for a new affordable home in the Parish. Only 1 was prepared to pay over £1,200 per month.

### **Renting in the Parish – all tenures.**

- Open market housing to rent in Owslebury is expensive, the income needed for a typical 2 bed property to rent at £1,606 in the postcode area of SO21 would need an income in the region of £68,828 to afford this level of monthly rent. Private sector rents in the Parish are not affordable for those on average or lower quartile incomes.
- 7 of the 8 respondents to the survey had incomes below this level.

- A 2- bed property to rent at an affordable rent of £857 per month in the Winchester area would require an income in the region of £36,728 if around a third of income was spent on the rental charge.
- 6 respondents to the survey were interested in renting in the Parish but only 1 had an income above £36,728. 5 had incomes below £25,000 and are unlikely to be able to afford a rent at this level, unless they were eligible for help through the benefit system.
- Social rent levels are much cheaper; a typical 2 bed property let as a social rent by Winchester City Council was in the region of £442 per month in 2021 and would require an income of around £18,944. All 6 respondents interested in renting in the Parish were prepared to pay at least £500 per month for a rent. The incomes given would suggest that a rent around this level would be affordable for all respondents interested in renting.

### **Buying in the Parish**

- According to a search on Rightmove on 28<sup>th</sup> February 2023 only 6 properties were sold in Parish in the last 12 months. It advised that Owslebury had an overall average property price of £821,667 over the last year.
- House prices are high in the Parish and outweigh average and lower quartile incomes in the Winchester District area. To be able to afford market housing in Owslebury households need high incomes.
- Of the 6 sold properties, the lowest price property was a 2 bedroom flat at Beech Grove, Owslebury which sold for the price of £250,000 on 3<sup>rd</sup> March 2022. This would require an income in the region of £56,250 to afford a property at this price assuming a 10% deposit of £25,000 was paid and a mortgage of 4 times income.
- 2 respondents were interested in buying options in the Parish. 1 required a 2 bed property and had an income of between £40,000 and £50,000. An income of £56,250 would be the high end of this household's income which they may not be able to afford.
- The other respondent required a 4 bed property and had an income of over £80,000. Rightmove on 28<sup>th</sup> February 2023 had an asking price for a 4 bed property in the Parish for £750,000. This would require an income in the region of £168,000 to afford a property at this price level with a 10% deposit and a mortgage at 4 times income. This household is unlikely to be able to afford a typical 4 bed property in the Parish on an income of around £80,000.

### **Shared Ownership**

- A 2-bedroom shared ownership property with an open market valuation of £315,000 and sold as shared ownership with a 45% share at £141,750 with a 10% deposit and a monthly rent of £397.00 would require an income in the region of £45,000. This would be within the income level of the respondent household

requiring a 2 bedroom shared ownership property in the Parish.

- A further household required a 4 bedroom property and had an income of above £80,000. Eligibility criteria for the shared ownership states that household income must be below £80,000 and therefore may not be eligible for Government's shared ownership scheme.

#### **Section 4: Registering for affordable housing**

- 6 of the 8 respondents to the survey left contact details to be informed about registering for affordable housing to rent and buy.
- Winchester City Council maintains a housing register of people who wish to be considered for council or housing association rented housing. This housing register is called 'Hampshire Home Choice'.
- To be eligible a household must be in need of housing. Housing need includes criteria such as homelessness, concealed households, overcrowding and housing that is too expensive compared to a household's income.
- Winchester City Council has provided information about applicants with a local connection to Owslebury Parish currently registered for affordable rented housing.
- On 1st March 2023, 9 households were listed on the register, stating a connection to Owslebury parish.
  - 7 applicants have a 1-bedroom need
  - 1 applicant has a 3-bedroom need
  - 1 applicant has a 4-bedroom need
- 4 of the 8 respondent households interested in affordable housing identified through this housing need survey have stated that they are registered on the Winchester City Council housing register 'Hampshire Home Choice'.

#### **Help to Buy South waiting list for shared ownership and affordable home ownership options**

- No households taking part in the survey are currently registered on the Help to Buy South waiting list looking for a property in Owslebury Parish.
- However, outside of the survey, the Help to Buy housing register has 4 respondents registered stating a connection to the Parish interested in buying in the Parish.

## **RECOMMENDATIONS**

That the Parish Council

- Considers and accepts the findings of this report that there is a need for a new affordable housing scheme in the Parish. The survey has identified the need for a mix of new homes across a range of tenure to meet the needs of local residents of the Parish. This is evidenced in the results of the survey and by those with a local connection currently registered for affordable rented housing or affordable home ownership options such as shared ownership on the Hampshire Home Choice Housing Register and the Help to Buy Register.
- A small scheme of 10 affordable homes for local people is recommended. The scheme should meet a proportion of the identified local need within the Parish. The homes to remain as affordable homes for local people in perpetuity.
- Support a policy to ensure that the proposed rents and mortgage costs of any affordable housing scheme developed, reflect the price levels that residents can afford. This may mean supporting the need for social rent levels for the homes.



## 4. Summary of the housing need survey responses

The survey was for completion by or on behalf of households/individuals with a local connection to Owslebury who need an affordable home to rent or purchase in the Parish.

The responses to the survey questions have been presented through a series of graphs and tables. The majority of questions required a single response, but in some cases it was possible to select more than one option. Details of this have been provided within the analysis.

The 12 responses received represent:

- 8 households in affordable housing need
- 4 incomplete responses and/or responses where respondents do not require affordable housing and so have not been included in the findings of the report.

### **SECTION 1 - Households in need of affordable housing**

#### **Question 1 – Where is the householder/individual currently living?**

The table below shows the split of respondents living arrangements.  
All 8 respondents answered this question.

<b>Q1 Current living arrangements</b>	<b>Number of respondents</b>
Living with family or friends	2
Renting privately	1
Renting from a housing association	0
Renting from the Council	3
Homeowner	1
Living in accommodation tied to a job	1
Lodger (living with the landlord)	0
Other (please specify)	0
<b>Total</b>	<b>8</b>

## Question 2 – When will the household need to move?

All 8 respondents answered Question 2.

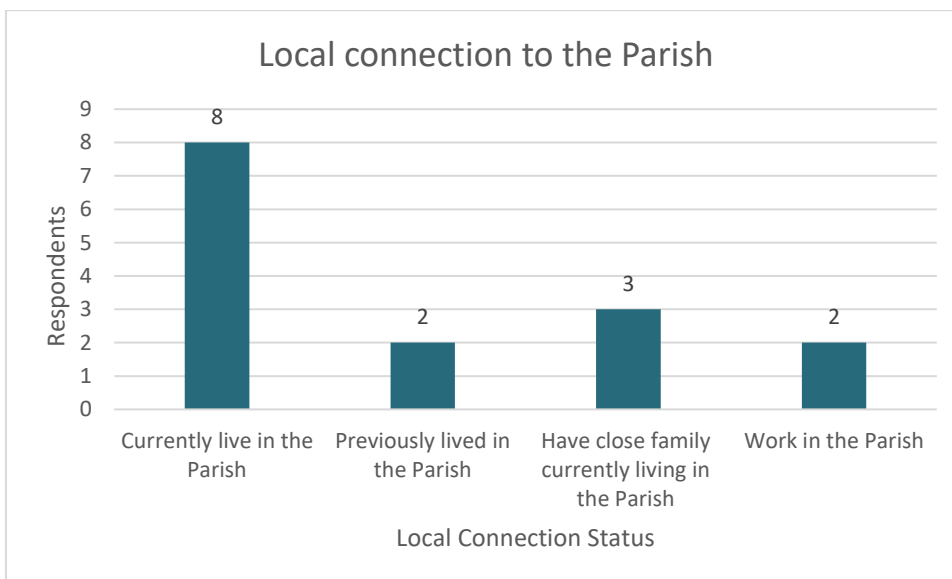
Q2 When will the household need to move	Number of respondents
Less than 2 years	5
2-5 years	2
More than 5 years	1
<b>Total</b>	<b>8</b>

## Question 3 – How is the household connected to the Parish?

Respondents were asked to tick all options that apply.

All 8 respondents answered this question.

The graph below shows the frequency of responses taking in to account multiple answers:



All 8 respondents in housing need have a local connection to the Parish and some have more than one connection. The following tables show the length of time for each type of connection.

8 respondents stated that they currently live in the Parish. The table below shows how long these respondents have been resident within the Parish.

Currently live in the parish for:					
0-2 years	3-5 years	6-10 years	11-20 years	21+ years	Total
1	2	3	1	1	8

2 respondent's has previously lived in the Parish. The table below shows for how long they were previously resident in the Parish.

<b>Previously lived in the parish for:</b>					
0-2 years	3-5 years	6-10 years	11-20 years	21+ years	Total
0	0	1	1	0	2

3 respondents have close family currently living in the Parish. The table below shows the length of time that their family has lived in the Parish.

<b>Length of time close family has lived in the parish:</b>					
0-2 years	3-5 years	6-10 years	11-20 years	21+ years	Total
1	0	0	1	1	3

2 respondents stated that they work in the Parish. The table below shows the length of time they have worked in the Parish.

<b>Length of time have worked in the parish:</b>					
0-2 years	3-5 years	6-10 years	11-20 years	21+ years	Total
0	0	1	1	0	2

Respondents were then asked to explain their local connection in more detail. 1 respondent provided information stating family had lived in the Parish since 2016.

#### **Question 4 – What are your reasons for needing to move from your current home?**

Respondents were able to select more than one answer in response to this question. All 8 respondents answered this question.

The table below shows the frequency of responses received from these 8 respondents, taking into account multiple answers.

<b>Reasons for needing to move</b>	<b>Number of respondents</b>
Want to start first home	3
To be near family	0
Cannot afford mortgage/rent	1
To be independent	0
Disability/health problem	1
Divorce/Separation	0
Need smaller home (e.g. downsizing)	0
Need larger home	1
Overcrowding	2
Home in need of repair	0
Current tenure insecure	0
To be near work	1
Retiring	2
To provide support to family member	0
Other	0

A variety of reasons were selected for needing a new home in the Parish. The most frequent response was the need to start a new home chosen by 3 respondents, other popular responses were 'retiring' chosen by 2 respondents and needing a larger home due to overcrowding chosen by 2 respondents. Difficulty affording rent and mortgage payments, health problems and the need to be nearer work were also mentioned.

3 respondents left more information on their circumstances.

## **SECTION 2 - The new home**

### **Question 5 - What type of household is looking to move?**

This question relates to the composition of the household requiring new accommodation.

All 8 respondents answered this question.

The table below shows the different household types identified.

<b>Q5 Household composition</b>	<b>Number of respondents</b>
Single person	1
Couple	3
Family	4
Other	0
<b>Total</b>	<b>8</b>

### **Question 6 – How many people of each age group and gender would live in the new home?**

All 8 respondents answered this question.

The responses are as follows.

The survey responses identified 23 individuals within these 8 households. The table below shows the breakdown of the respondents and their household by age.

<b>Age range</b>	<b>Number of individuals</b>
0-15 Years	5
16-24 Years	2
25-34 Years	5
35-44 Years	3
45-54 Years	1
55-64 years	1
65-74 Years	3
75 Years and over	3
<b>Total</b>	<b>23</b>

23 household members are represented in the survey. 10 of the 23 are between the age range of 16-44 years of age. 6 respondent household members are over 65 years of age, 2 between 45-64 years of age and 5 children are also represented.

### **Question 7 – How many bedrooms does the household need?**

All 8 respondents answered this question.

Of the 8 households, the majority 6, require a 2-bed property. 1 requires a 3-bed property and 1 requires a 4-bed property.

A number of people completing this question on bedroom size were either single people or couples requiring 2 bed rented accommodation.

It must be noted that households interested in the renting options may be interested in a larger property than they would be eligible for through Winchester City Councils housing register. For example, a couple or a single person would only be eligible for a one bedroom property, unless they had special circumstances. This rule does not apply to other tenures such as shared ownership.

### **Question 8 – Do any of the people needing a new home have a specialist housing need?**

All 8 respondents answered this question.

2 respondent households have a specialist housing need. Of these, 1 stated a need for ground floor accommodation.

### **Question 9 – What type of housing is the household interested in?**

All 8 respondents answered this question. Respondents were able to give more than one answer.

<b>Type of home</b>	<b>Number of respondents</b>
Renting from a housing association, local authority or community led housing organisation (Affordable rents are usually set at no more than 80% of the local market rent Social rent levels are set at approx 50-60% of market rent levels)	6
Shared Ownership (Part rent/part buy scheme, usually provided by a housing association, local authority or community led housing organisation)	1
Other forms of affordable home ownership (usually sold below open market price levels, such as discount market sale)	2
Other	0

6 respondents are interested in renting from a housing association.  
 2 respondent households are interested in shared ownership and/or other forms of low cost home ownership. This included 1 household who ticked interest in both shared ownership and other forms of affordable home ownership

Further analysis of the different options and affordability levels are set out below in Section 3.

## **SECTION 3 - Finance – Paying for the new home**

This part of the survey seeks to obtain information regarding the respondents' income levels and how much they can afford to pay for a new home.

### **Question 10 - What is the household's combined gross annual income (before deductions i.e. tax and national insurance)?**

To enable an accurate calculation of the people that are in housing need, respondents were asked to provide their gross annual income. Details of other sources of income were also requested, along with details of savings/assets to put towards a deposit, if they are interested in shared ownership or other forms of affordable home ownership.

The table below (**in response to Question 10**) shows the annual income of respondent households. The question asked for a gross annual income and if relating to a couple, for this to be a combined household income.

All 8 respondents provided information in response to this question.

The table below shows the responses received.

<b>Q10 Household's combined gross annual income</b>	<b>Number of respondents</b>
Under £10,000	0
£10,001-£15,000	3
£15,001-£20,000	1
£20,001-£25,000	1
£25,001-£30,000	0
£30,001-£40,000	0
£40,001-£50,000	2
£50,001-£60,000	0
£60,001-£70,000	0
£70,001-£80,000	0
£80,000+	1
<b>TOTAL RESPONSES</b>	<b>8</b>

5 of the 8 respondents have incomes between £10,000 and £25,000 and 2 have an income between £40,000 and £50,000 and 1 an income above £80,000.

The median gross annual earnings for individual employees living within the Winchester District Local Authority area was £37,203 in 2021<sup>5</sup>

The median gross lower quartile annual earnings for individual employees living within the Winchester District Local Authority area was £26,842 in 2021<sup>6</sup>.

The income levels of the 8 respondents are mixed, 5 of the 8 respondents have incomes below £26,842, the Winchester District Local Authority lower quartile residence-based earnings level.

- 3 households' combined income - £15,000 or less
- 1 household's combined income - £20,000 or less
- 1 household's combined income - £25,000 or less

3 of the 8 had incomes above £37,203, the median gross earning level for those living within Winchester District.

- 2 households' combined income - £40,000 and £50,000.
- 1 household's combined income - £80,000 and above.

To be eligible for affordable housing, households need to earn less than £60,000 per annum to be eligible for an affordable rented property and less than £80,000 per annum to be eligible for shared ownership.

7 of the 8 respondent households earn less than this. Only 1 respondent earns £80,000 and above and may not be eligible for the affordable housing schemes to rent or buy.

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<sup>5</sup> **Source:** ONS Ratio of house prices to residence-based earnings by local authority district in England and Wales, 2002-2021 Table 5b: Median gross annual (where available) residence-based earnings by local authority district, England and Wales, 2002 to 2021

<sup>6</sup> **Source:** ONS Ratio of house prices to lower quartile residence-based earnings by local authority district in England and Wales, 2002-2021. Table 6b: Median gross annual (where available) residence-based earnings by local authority district, England and Wales, 2002 to 2021



### **Question 11 - Other than salary, please confirm any other sources of income.**

Respondents could tick more than 1 option. All 8 respondents answered this question.

<b>Q11 – Income from other sources</b>	<b>Number of survey respondents</b>
Pension	3
Benefits e.g. Child Benefit, Universal Credit, Tax Credits, PIP, DLA etc	2
Investment	1
No other income	4
Other (please specify)	0
<b>Total Respondents</b>	<b>8</b>

4 respondents had no income. 3 are on pensions, 2 are on benefits and 1 has investment.

### **Question 12 What is the maximum amount, per month, that the household can afford to pay on rent or a mortgage?**

All 8 respondents answered this question.

<b>Table 12 – Rented price levels respondents prepared to pay</b>	<b>Number of respondents</b>
Less than £500 per month	0
£501 - £600 per month	3
£601 - £700 per month	2
£701 - £800 per month	2
£801 - £900 per month	0
£901 - £1000 per month	0
£1001 - £1100 per month	0
£1101 - £1200 per month	0
Over £1200 per month	1
<b>Total Respondents</b>	<b>8</b>

A varied response was captured through this question. Most respondents were prepared to pay between £500 and £800 per month. Only 1 respondent was prepared to pay over £1200 per month for rent.

### **Local house prices and affordability**

House prices, affordability and housing need are a product of supply and demand. Analysing house prices allows an assessment of affordability and provides evidence of the extent to which households are priced out of the market and may need subsidised affordable housing.

The information provided on household incomes will be used to give an indication of what size and tenures the various income groups would be able to afford.

South Downs National Park Adopted Affordable Housing Supplementary Planning Document August 2020 findings suggests that most privately provided residential properties within the National Park are not affordable to families and individuals on modest incomes.

House prices are significantly higher than in the wider sub-region, with average houses being sold at 14 times the average salary (compared to 8 times average salary in England and Wales as a whole.) The result is that more people and families are struggling to meet the cost of accommodation, and younger people in particular are discouraged from remaining or settling in the area.

Winchester City Council's Strategic Housing Market Assessment (SHMA) (2020)<sup>7</sup> provided evidence of a need for affordable housing across Winchester District as a whole and for the parts that fall within the South Downs National Park. The table below is taken from this report.

**Lower Quartile Cost of Housing to Buy and Privately Rent by Size - Year to March 2019 - National Park**

<b>Bedroom Size</b>	<b>To Buy</b>	<b>Private rent</b>
1-bedroom	£162,000	£735
2-bedroom	£270,000	£895
3-bedroom	£343,000	£1,095
4-bedroom	£516,000	£1,735
All properties	£398,000	£1,060

Source: Land Registry, VOA and internet price search

The table is showing the typical cost of buying and renting in the Park at lower quartile price levels in 2019.

Its analysis uses income levels that suggests a mean income in the Park area of £64,400, with a median of £48,900 and lower quartile of £28,300 is required.

This compares with the latest median and lower quartile gross annual residence-based incomes from the Office for National Statistics report for 2021 suggesting that it costs more to live in the South Downs National Park area than the Winchester District area.

The latest report for Winchester Local Authority area had a median gross annual income of £37,203 and a lower quartile gross annual income of £26,842.

The average lower quartile house price for the part of the National Park within Winchester District area for the year ending March 2019 was £398,000.

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<sup>7</sup> Winchester City Council's Strategic Housing Market Assessment (SHMA) Icen 2020.

To be able to afford a property, a household would need to be on a gross annual income of at least £89,550 if assessed on a loan rate value of 4 and have a deposit of £39,800.

7 of the 8 respondent households in need providing incomes would be unable to afford a property at this price based on the information provided. Only 1 respondent had an income over £80,000.

The evidence from the report shows how unaffordable the local housing market is for those on medium or lower quartile incomes.

### **Open market housing in Owslebury Parish – For Sale 2023.**

The table below compares the average price paid for property in Owslebury compared to Winchester and the South East. It shows that the overall average property price in Owslebury is more than 23% above the overall Winchester average property price and 43% above the overall average South East property price.

### **Average Price Paid Data<sup>8</sup>, Rightmove February 2023**

	Detached	Semi	Terraced	Flat	Average Price
South-East	£742,123	£447,491	£364,840	£247,934	£461,461
Winchester	£888,739	£567,528	£570,651	£288,100	£625,856
Owslebury	£1,078,750	£365,000	No data	£250,000	£821,667

### **Sold house price data Owslebury 2023**

A search of sold market properties in Owslebury was undertaken on 28<sup>th</sup> February 2023<sup>9</sup> on the Rightmove website. In the last 12 months, 6 properties were sold around Owslebury, with an average price of £821,667.

The lowest sold property was a 2-bedroom flat at Beech Grove, Owslebury which sold for the price of £250,000. Assuming a deposit of 10%, £25,000, with a loan of four times annual income, which in the current market is generous, then this would require a household to have an income of £56,250 per annum.

2 respondents are interested in affordable home ownership options including shared ownership. Of these 1 requested a 2-bed property and had an income around £40,000 to £50,000. An income of £56,250 would be the high end of this household income which they may not be able to afford.

The other respondent interested in affordable home ownership requested a 4-bed property and had an income of above £80,000.

<sup>8</sup> Rightmove, Feb 2023, Average price paid data -property sold in the last 12 months

<sup>9</sup> Rightmove, Feb 2023, Sold price paid data -property sold in the last 12 months

### Rightmove properties sold in Owslebury over the last 12 months.

Type	Size	Sold Price
Flat	2	£250,000
Semi	3	£365,000
Detached	Unknown	£708,000
Detached	Unknown	£1,075,000
Detached	5	£1,105,000
Detached	4	£1,427,000

The table above illustrates the price for properties sold in Owslebury within the last 12 months.

### Open market housing in Owslebury Parish – For rent

A [Home.co.uk](https://www.home.co.uk) property search identified no properties available for rent in Owslebury Parish on 6th March 2023. A similar search on Rightmove with a 1-mile radius from the Parish found 3 properties available for rent.

The cheapest of these properties were both three bedroom semi-detached houses, both in Colden Common priced at £1,550 per calendar month.

The third property was a 4 bedroom detached house in Colden Common priced at £2,000 per calendar month.

### Private Rental Market Statistics for Winchester LA area Oct 21-Sept 22

Size	Lower quartile	Median	Upper Quartile
1 bed	£750	£842	£925
2 Bed	£875	£995	£1,160
3 Bed	£1,090	£1,295	£1,495
4 Bed +	£1,650	£1,850	£2,500

Source: Office for National Statistics Private Rental Market Statistics Table 2.3-2.6

The rental price levels of all three properties are closer to the upper quartile rent levels in the table below. At the time of the search for rental properties there were no 1 or 2 bed properties advertised for rent in the local market.

The majority of people responding to the survey were looking for 2-bed rental properties and 7 of the 8 respondents were only prepared to pay between £500 and £700 per month for a property. The cheapest lower quartile 1-bed is priced at £750 per month.

This information shows how few rented properties come on the market within the Parish and how unaffordable those that are on the market are for those on average or lower quartile incomes, such as many of the respondents responding to the housing need survey and expressing a need for affordable housing in the Parish. There is also the added problem that often the properties that become available are the wrong bedroom size for those looking for accommodation.

## Local renting costs and affordability

At the time of the 2011 Census the percentage of households renting privately in the United Kingdom had increased from 9% to 15% since 2001. The private rented sector has increased significantly in recent years as high house prices have meant that renting privately is now the only option for many households. Renting privately however can be very expensive in rural areas.

2011 Census figures show that at that time 11.6% of Owslebury Parish households rented privately.

### Lower Quartile Cost of Housing to Buy and Privately Rent by Size - Year to March 2019 - National Park

Bedroom Size	Private rent
1-bedroom	£735
2-bedroom	£895
3-bedroom	£1,095
4-bedroom	£1,735
All properties	£1,060

Source: Land Registry, VOA and internet price search

The report in 2020 identified that a lower quartile two bed home costs around £895 per month, and that the income needed to access this accommodation (assuming that around a third of income could reasonably be spent on housing which when adjusted to take account of net earnings/income after tax is adjusted to 28%) would be around £38,357.

This table below uses the Lower Quartile Office for National Statistics figures for 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022.

Lower quartile prices for Winchester District	Average rent Per calendar month	Average Annual rent	Annual income required assuming 28% of gross income to be spent on rent
1-bedroom	£750	£9,000	£32,142
2-bedrooms	£875	£10,500	£37,500
3-bedrooms	£1,090	£13,080	£46,714
4- bedrooms	£1,650	£19,800	£70,714

Source: Office for National Statistics Private Rental Market Statistics Table 2.3-2.6

## Affordability in relation to respondent incomes of those seeking affordable housing to rent in the Parish

6 respondents to the housing need survey stated they were interested in renting from a housing association. 5 were interested in a 2 bed property and 1 was interested in a 3-bed property. The table above illustrates that an income of £37,500 is required to afford a 2-bed property and £46,714 is needed to afford a 3 bed property.

The table below shows the income levels for the 6 respondent households interested in renting. 5 earn below £25,000 and 1 earns between £40,000 and £50,000.

Household income	Number of respondents
Under £10,000	0
£10,000-£15,000	3
£15,001-£20,000	1
£20,001-£25,000	1
£25,001-£30,000	0
£30,001-£40,000	0
£40,001-£50,000	1

The table shows that only 1 of the 6 households has an income that can support lower quartile private renting. Renting in the private rented sector is not likely to be an affordable tenure for the 5 other survey respondents.

### **Affordable rent and social rent**

#### **Affordable rent**

Historically, the guide to what is affordable has been 30-35% of a household's net income. For some people even these 'affordable rents' can now be unaffordable. Affordable rent product is defined as 80% of open market rents, this means that households could potentially be looking to spend over £13,000 pa on an affordable rent property. See table below.

#### **Rental Costs**

Owslebury falls within the Winchester Broad Rental Market Area<sup>10</sup>. The likely maximum "affordable rents" for a newly built property in the Parish would be in the region of £723 per month for a one bed property, £857 for a two bed property, £1,097 for a 3-bed property and £1,595 for a 4-bedroom property.

Winchester BRMA	Weekly rent	Equivalent monthly rent)	Annual rent	Annual income required assuming 28% of income spent on rent.
1 bed	£167	£723	£8,676	£30,985
2 bed	£198	£857	£10,284	£36,728

<sup>10</sup> Local Housing Allowance Rates, [lha-direct.voa.gov.uk/](http://lha-direct.voa.gov.uk/)

3 bed	£253	£1,097	£13,164	£47,014
4 bed	£368	£1,595	£19,140	£68,357

Of the 6 respondents looking for an affordable rented home in the Parish.

- 5 stated they had incomes below £25,000 and would have difficulty meeting these rental levels.
- 1 had an income between £40,000 and £50,000 and would be able to meet these rental levels.

Households unable to afford a property at an 'Affordable Rent' can choose to apply for housing benefit/universal credit to help pay the rent. Eligibility for this benefit will depend upon individual circumstances.

## Social rent

In 2017, the government re-introduced socially rented properties as being eligible for grant funding. In general, social rents are around 55% of market rent, so cheaper than affordable rents, which are around 80% of market. Social rents are regulated by the government. There is a formula for setting the rent levels. Winchester social rent levels are obtainable from Core Lettings Data Social Housing at [Statistical Data Return details social housing rent levels - GOV.UK \(www.gov.uk\)](https://www.gov.uk/statistical-data-returns/social-housing-rent-levels)

### [Local Authority registered provider \(LARP\) social housing stock rents in England 2021](#)

Winchester LA	Weekly rent	Equivalent monthly rent	Annual rent	Annual income required assuming 28% of income spent on rent.
1 bed	£88	£382	£4,586	£16,380
2 bed	£102	£442	£5,304	£18,944
3 bed	£116	£503	£6,038	£21,565
4 bed	£124	£539	£6,468	£23,100

Of the 6 respondents looking for an affordable rented home in the Parish, all would be able to afford social rent levels in Winchester District.

Households unable to afford a property at an 'Affordable Rent' or 'Social Rent' can choose to apply for housing benefit/universal credit to help pay the rent. Eligibility for this benefit will depend upon individual circumstances.

## Shared Ownership

A percentage of the property is purchased and the remaining percentage is rented, typically from a housing association. This housing tenure can offer a suitable alternative for those with very small deposits as it offers the opportunity to gain a foot on the housing ladder, whilst building up some equity in the property. Recent changes by the government, to the Shared Ownership Scheme, mean that purchase's can now buy shares as low as 10% of the property cost. However, this does mean, that the rental percentage will be higher too.

When a property has been built on a rural exception site the maximum percentage that can be owned is 80%. This ensures the property always remains available as affordable housing within the Parish and is not available to be sold on the open market.

The shared ownership affordability calculator provided by Homes England provides an indication of the likely costs and income levels required to purchase a shared ownership property.

The calculator provides a guide and not a definitive affordability assessment.

Source: [www.gov.uk/guidance/capital-funding-guide/1-help-to-buy-shared-ownership/](https://www.gov.uk/guidance/capital-funding-guide/1-help-to-buy-shared-ownership/) (Accessed on 7th March 2023)

Using an example of a 2-bedroom shared ownership property with a valuation of £315,000, which was available for sale within Winchester District on the Help to Buy website with a 45% share at £141,750 and a 10% deposit and a monthly rent of £397.00 and a monthly service charge of £60.00.

The Homes England Shared Ownership calculator suggested that a household would need a gross annual income of approximately £45,000 to be able to afford this home.

Two respondent households were interested in affordable home ownership products such as shared ownership.

1 required a 2-bedroom shared ownership property and had an income of £40,000 to £50,000 and may be able to afford a 2-bedroom shared ownership property in the Parish, such as the example above.

The other respondent required a 4-bedroom property and had an income of above £80,000 and may not be eligible for the shared ownership scheme, as £80,000 is the maximum income level to be eligible for shared ownership.

## **First Homes**

Seen as a replacement to the discontinued Starter Homes. First Homes is the government's preferred discounted market tenure and should account for at least 25% of all affordable housing units delivered by developers through planning obligations.

The key points to the scheme are listed below:

- They will be sold with a discount of at least 30%.
- Initially they will be sold to local people who want to stay in the community where they live or work but are struggling to purchase a home at market price. If they are not sold to a local person within the first three months of advertising they will be advertised outside the local area and sold to someone with no local connection, provided that they still qualify as a first time buyer and are within the household income limit. If there is still no sale after another three months (six months in total) the Council will be able to switch the First Home into a



normal market sale home (with what would have been the value of the discount returned to the Council post sale) or for the Council to purchase and use as other affordable housing.

- They will be prioritised for first-time buyers, serving members and veterans of the Armed Forces.
- The discount will be passed on to future buyers when First Homes are resold.
- After the discount has been applied, the first sale must be at a price no higher than £250,000, or £420,000 in Greater London.

**Question 13 - If interested in home ownership options (i.e. shared ownership, discount market sale), does the household have any savings to help with a deposit and legal costs?**

In addition to income, respondents interested in shared ownership or other forms of affordable home ownership were asked about their savings for a deposit and legal costs.

2 respondents stated that they were interested in shared ownership or other forms of affordable home ownership.

1 respondent had savings of around £30,000 - £40,000 and the other between £1,000-£5,000.

## **SECTION 4: Registering for Affordable Housing and final comments.**

### **Question 14 - Is the household registered on Winchester City Council's housing register and/or Help to Buy Register?**

All 8 respondents answered this question.

<b>Q14 – Housing register's</b>	<b>Number of respondents</b>
Winchester City Council Housing Register for rented homes	4
Help to Buy Register (Affordable Home Ownership e.g. Shared ownership).	0
No	4
<b>TOTAL</b>	<b>8</b>

Winchester City Council maintains a housing register of people who wish to be considered for affordable rented accommodation. This register is called 'Hampshire Home Choice'.

To be eligible a household must be in need of housing. Housing need includes criteria such as homelessness, concealed households, overcrowding and housing that is too expensive compared to household income.

Figures show that there are currently 9 households registered on this waiting list stating a connection to Owslebury Parish, as shown in the table below. 4 of the 9 are already represented in this report's findings, as confirmed in the Question 14 table above.

This would suggest that of the 6 households responding to the survey interested in renting in the Parish, 4 are already recorded within the 9 households identified in the table below from the Winchester City Council housing register data. The 2 remaining households are not currently identified in the official register. This would suggest that the need for this type of housing in the Parish is larger than that identified on the official register.

**Housing Need in Owslebury Parish for rented properties on 1<sup>st</sup> March 2023. Data taken from Winchester City Council housing register 'Hampshire Home Choice'.**

<b>Property Size</b>	<b>Total</b>
<b>1 Bed Need</b>	7
<b>2 Bed Need</b>	0
<b>3 Bed Need</b>	1
<b>4 Bed Need</b>	1
<b>Total</b>	<b>9</b>

## Households on Help to Buy South housing register (Shared ownership and other forms of affordable housing register)

4 households are currently registered on the Help to Buy South waiting list looking for low cost home ownership options in Owslebury Parish. No household from the survey has confirmed they are registered see Question 14 table above.

The 2 respondents identified in the survey results are not represented currently in this registers information. This would suggest that the need for this type of housing in the Parish is larger than that identified on the register.

## Overall breakdown of tenure from the results of the housing registers and the housing need survey results.

<u>Housing Need recorded</u>	<u>Tenure</u>	<u>Number of households</u>
Housing Need Survey	Rent	6 – (4 registered and included in the figures below for Hampshire Home Choice) = 2 households
Hampshire Home Choice rented register	Rent	9 households
<b>Total</b>	<b>Rent</b>	<b>11 households</b>
Housing Need Survey	Affordable home ownership options including shared ownership	2 but 1 may not be eligible = 1 household
Help to Buy Housing Register	Affordable home ownership options including shared ownership	4 households
<b>Total</b>	<b>Affordable home ownership options including shared ownership</b>	<b>5-6 households</b>
<b>Combined Total</b>	<b>Rent and Affordable home ownership options including shared ownership</b>	<b>16-17 households</b>

This information would suggest that the combined need from the housing registers and the results of the Owslebury Housing Need Survey would be a need for 16-17 new affordable homes in the Parish. The scheme to include a mix of tenure and bedroom sizes.

## Affordable Housing Stock within the parish

As set out in the introduction, Winchester City Council owns 42 affordable properties in Owslebury Parish. All of these 42 properties are rented. Of these 19 are restricted to those over 60 years of age and 23 are for general needs.

Over the last 5 years, 4 properties have become vacant for those over the age of 60 and 7 properties for general needs.

Unfortunately, because Owslebury Parish does not have a dedicated Rural Exception Site housing scheme, there is no guarantee that vacancies in the existing 42 properties will be prioritised for local people in the Parish. It is only through a Rural Exception Site that the Parish can guarantee that the homes will go to local people.

Without such a dedicated scheme many people highlighted in this report are likely to wait many years for a property to become available.

### **Question 15: Please provide contact details for the household needing to move.**

Respondents were then asked to provide their contact detail so that information about registering for affordable housing could be provided.

6 of the 8 respondents left contact details, this information has been passed to Winchester City Council

### **Question 16: Do any other members of your household/close family members require a separate affordable home in Owslebury?**

No other family members were recorded as needing a separate affordable home in the Parish.

### **Question 17: Any other comments....**

Question 17 asked respondents whether they had any other comments.

No further comments were recorded.

**Appendix 1:** Owslebury letter (Separate document)

**Appendix 2:** Owslebury questionnaire (Separate document)

**Appendix 3:** Newsletter article (Separate document)

MEETING REPORT: Beech Grove  
DATE: 17/04/23  
WRITTEN BY: The Clerk  
AGENDA ITEM: 178 (a)

There has been some progress on the Beech Grove pathway improvement. At the last meeting the Council decided to use to use Rocon Contractors to carry out the improvements at the cost of £9,500.00 ex VAT. I contacted Havant Highways to confirm that the Council would like to use Rocon as the contractor and if there was difference between the companies that had quoted for the works. I received the following response:

*The quotes we requested from the contractors were indicative and were meant to give you a rough idea of how much the civils works will cost. As you are aware there is now a legal process to go through and once it is completed and you confirm that you've secured funding for both the legal services and the civils works, we'll request updated quotes from the contractors. This is because most quotes are usually valid for a maximum of 90 days.*

*Finally, I can confirm that both companies have carried out works for us in the past. Rocon currently delivers schemes for Hampshire under its Gen4-1 framework (for works up to the value of £250k) and Our Space has expressed an interest in providing civils work for Hampshire under Gen5-1. Gen5-1 will replace Gen4-1 when it expires next year.*

I confirmed that the Council had secured the funding for the works.

I have contacted Hampshire Legal services regarding the s278 dedication of highways and received the following response:

*Thank you for your email and update. At present the design concept has been submitted to and approved by Hampshire Asset Management, who have confirmed that the proposal is acceptable to become part of the publicly maintainable highway. Havant will need to also provide Hampshire Highways with a full technical design submission so that this can be reviewed and ultimately approved for construction.*

*Havant will need to liaise directly with X on the technical design submission. Once this has been approved, then X will be able to instruct me to prepare a s278 legal agreement, which will provide the authority to carry out the works on the highway and dedicate the new part of highway.*

I have sent this onto Havant Highways, and they have sent on the Technical Note for the Accessibility Improvements to Hampshire Legal Services.

Hampshire Legal Services have asked Havant Highways to upload the section 278 application to their portal. Once the application has been uploaded, they can pick this up with the relevant teams internally and get legal to begin drafting the legal agreement.

Havant Highways have been advised that this would normally be done by the Parish Council however Havant can do this on the Councils behalf as part of the commission if the Council would like them to do this, we need to let them know.

Owslebury Parish Council  
2022/23

PAYMENTS	Amount (£)	Payee	Payment Type
143	1,400.00	J North - Container	Paid
144	305.82	JMN Construction Limited - Paint for Container	Paid
145	16.00	3 (Phone)	DD
146	36.19	IONOS - Domain / Support	DD
147	2.40	IONOS - Webhosting	
148	438.40	Clerks Salary - Mar	
149	65.45	Clerks Expenses - Mar	
150	109.60	HMRC	
151	60.63	OPMC - Hall Hire Mar	
152	110.00	S Comley - Grass Cutting Mar	
153	851.58	Swanmore PC - (ACSO) Mar	
154	300.00	Action Hampshire - Affordable Housing Survey	
155	20.00	Chairmans Allowance Q4	

Voucher	Amount (£)	Payee	
RECEIPTS			

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/03/2023

CASH BOOK BALANCE		£	£
Balances 1st April 2022			23,938.59
income			88,048.19
expenses			-41,483.87
<b>CASH BOOK BALANCE</b>			<b>70,502.91</b>
add u/p cheques			1,974.06
less o/s receipts			-1,097.91
Control total			<b>71,379.06</b>
<b>BANK STATEMENTS</b>			
Treasurers account	71,379.06		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			71,379.06
Difference			<b>-0.00</b>

2. SHORT TERM DEPOSIT

**3. TOTAL OF BANK AND SHORT TERM DEPOSITS** 70,502.91

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	Receipts April - March 2022/23	Receipts 22/23
	£	£	£	£	£	£
<b>Precept</b>	22,316	23,816	28,579	28,579	29,722	29,722
<b>Council Tax Support</b>						
<b>CIL Money</b>		3,951				
Ring fenced Xmas lights		635		250		975
Ring fenced other						
Ring fenced Eastleigh	3,890					
General donations	333			50		69
Sports Club	305	310	300	45		1,053
Play Area Income	171					
<b>Sub Station Rent</b>	100	100	100	100	100	100
<b>Insurance Refund</b>				55		1,275
<b>SSE Refund</b>						532
<b>Interest Received</b>						
<b>Fixed deposit</b>	301	316	300	50	150	25
<b>Fixed assets sale</b>						
<b>VAT Refund</b>				3,893		4,297
<b>Total Receipts</b>	<b>27,416</b>	<b>29,128</b>	<b>29,279</b>	<b>33,022</b>	<b>29,972</b>	<b>38,048</b>

Expenditure	Actual Expenses	Actual Expenses	Budget Expenses	Actual Expenses	Budget expenses	Actual Expenses	Against Budget %
	19/20	20/21	21/22	21/22	expenses April - March 2022/2023	Expenses to 22/23	
<b>Staff Costs</b>							
Clerk's Net Salary	4,994	4,821	5,750	5,085	5,750	5,302	92
Income Tax	1,198	1,205	1,440	1,271	1,440	1,325	92
Employers NI (13.8%)					0	0	
Clerk's pension					0	0	
Clerk's travel	134	16	150	103	150	73	49
ACSO	1,574	8,414	8,700	9,248	8,900	9,858	111
<b>Administration / General Expenditure</b>							
Chairman's Expenses	80	80	100	80	100	80	80
Councillors Expenses	20	0	50	0	50	0	
Clerk & Councillors Training	200	0	350	95	350	947	270
Publications	112	120	30	0	50	0	0
Photocopying	0	0	50	0	0	0	
Postage	33	0	30	12	30	13	43
Clerk's Broadband Allowances	196	152	200	242	120	135	113
Clerk's Working from Home Allowances	125	125	125	125	125	125	100
Telephone					160	161	101
Stationary	215	135	250	114	250	127	51
Meeting Expenses	318	141	550	370	400	378	94
Insurances	740	750	1,200	782	1,000	583	58
Audit	405	415	500	420	500	435	87
Office Equipment	94	0	100	670	700	358	51
Website	306	299	350	359	360	349	97
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	1,495	43
Dog Waste Collections	660	885	750	660	700	585	84
Play Area Repairs & Inspections	667	2,185	1,000	79	1,000	1,079	108
Street Lighting	118	82	250	274	500	266	53
General Maintenance / Repairs	216	265	500	261	500	316	63
Election costs					50	0	0
Tree Works		0	500	2,150	500	320	64
Lengthsman scheme		56	100	56	60	0	0
Community Assets			0	1,012	0	1,240	
<b>Pavilion</b>							
Water					100		
Electricity					100		
Maintenance Costs					100		
Pavilion Maintenance					6,300	8,006	127
<b>Subscriptions</b>							
Hampshire Accisiation of Local Councils (HALC)	280	270	350	294	300	296	99
Society of Local Council Clerks (SLCC)					250	230	92
Winch. District Ass'n o Local Councils		35	35				
Hants. Playing Fields Association	40	45	45				
Council for Protection of Rural England (CPRE)	36	36	40	36	40	36	90
Information Commissioner	35	35	40	35	40	35	88
Parish Online	75	75	75	75	75		
Survey Monkey				320			
<b>Grants</b>			1,500		1,500		97
St Andrew's Church	400	525				400	
Morestead Church	200	200		200			
Owslebury Newsletter						100	
Christmas Lights							
Winchester CAB	250	250		250		250	
OMCA		240				500	
Christmas Lights							
Hampshire Archive				200			
OMPHC				850			
ADD	3,890						
OSCC	100					200	
Hampshire & Isle of Wight Trust	100						
<b>Community Projects</b>			5,000	2,289	5,000	1,657	33
Playarea Works			2,500		2,500		0
Bollard for Footpath31		292					
Red Lane		850					
Other Community Projects	3,200	58					
<b>VAT Paid</b>				3,209		3,876	
<b>Total Expenses</b>	<b>22,946</b>	<b>25,243</b>	<b>36,442</b>	<b>34,172</b>	<b>43,907</b>	<b>41,484</b>	
Net Surplus/(Deficit)	4,470	3,885	-7,163	-1,150	-13,935	-3,436	

RESERVES	2019/20	2020/21	2021/22	2022/23
Opening reserves at beginning of financial year 1st April	67,931	68,520	75,089	73,939
Net surplus/deficit for financial year	589	2,692	-1,150	-3,436
Closing reserves at 31st March	68,520	71,212	73,939	70,503

MEETING REPORT: Budget Monitoring Report

DATE: 17/04/23

WRITTEN BY: The Clerk

AGENDA ITEM: 181/c

After reviewing the actual to budget expenditure up to 31 March, 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).

<b>Budget heading</b>	<b>Explanation</b>
<b>Staff Costs</b> ACSO (+ £100)	Due to pay increase.
<b>Admin Costs</b> Clerk and Councillors Training (+15%)	Due to new Councillors joining and completing the new Cllrs training.
<b>Pavilion</b> Pavilion Maintenance (+15%)	Payment for pavilion to be removed after the fire and a new container and paint for the container.

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

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



# Owslebury Church Clock, made by John Smith & Sons in 1898

## Grant Application for Required Clock Works

### For the consideration of Owslebury Parish Council



The Church Clock, built to celebrate Queen Victoria's Diamond Jubilee and cared for by St Andrew's PCC, is one of the village's key assets, enjoyed by and important to many of our residents, past, present and with your support, in the future.

In the centre of the village, outward-facing, it is enjoyed by many, whether visiting loved ones in the churchyard, attending a Parish celebratory event on the Glebe, dog walking or playing football, or a neighbour listening to the church clock chimes. It is a focal point and accurate timepiece, and often without anyone realising, at the centre of village life.

It is for this reason that we request Council consideration of a grant towards the clock repairs, to support us in our quest to keep it in good operation for residents in years to come. The following will provide you with the background and the detail as to the much-needed works. We thank you for your consideration.

### Background to the Clock Works

Research started in summer 2019, when the 'clock bell' started to make some very unpleasant sounds. Those who helped at the 'church fete' will remember this; painfully! We originally thought it was the clock hammer mechanism and started investigations, only to discover that whilst we were partially correct in so much as the hammer wasn't striking and releasing properly, a much bigger problem lay ahead, that of a cracked tenor bell.



Very fortunately, we discovered that the tenor bell was insured, as the crack had been caused through an old ringing accident. Work went ahead to choose a bell foundry and "Whites of Appleton" was identified and commissioned to remove our 410-year-old bell to be welded and re-tuned.

The bell returned in 2020. We have quarter-turned it so that the hammer avoids the weld.

Meanwhile, to the Clock. An independent Turret Clock Adviser, provided by the Diocesan Advisory Committee (DAC), assessed the clock and its striking mechanism and alerted us to works required. Nothing is specifically 'broken' and it was recognised that our volunteer clock winders have looked after the clock extremely well, enabling it to work accurately for so long, but the clock now needs a proper overhaul, repairing parts that are wearing out, to ensure that it is fit for years to come. We are advised that the time is now, if we wish to prevent large bills in the future.

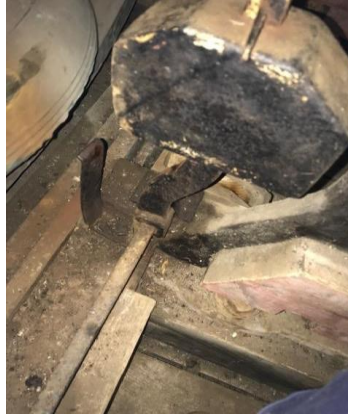
Three quotations for works were obtained from 3 turret clock companies: Cumbria Clock Company; Smith of Derby & Gillett & Johnston. With support from the Diocesan Advisory Committee Clock Adviser, the following works have been identified as required to keep the clock working for the village.

## Summary of Work Required

### Bell Clock Hammer



Hammer Bar



Hammer & Shaft



Angle Bar

Two angle levers, the hammer bar lever and the hammer shaft, all require attention. To be stripped down, bearings and pivots checked, protective paint added, and the hammer wire replaced.

### Pin Wheel on the Escapement and Lantern Pinion Trundles



Pin wheel on the escapement is 'bouncing' slightly and requires attention.

Lantern pinion trundles are working loose, requiring one new trundle to be manufactured.

DAC Clock Adviser (August 2020): If a trundle rod comes out it will cause a lot of damage. If the pulleys rub on their stirrups & have worn bearings, the clock won't keep time. Bounce believed to be a loose crutch collet. Needs to be attended to ASAP.

### Pulleys



Lower Pulleys



Upper Pulleys

The six pulleys are showing a little sign of wear and rust slurries emanate from some of the pivots. As referred to by the DAC Clock Adviser above, they need to be stripped and cleaned. We are warned that the pivots/axles may need to be replaced if excessively worn, though fortunately this is thought unlikely.

## Weight Lines



The weight lines are in good condition, however, one of the weight lines is tied through the timber and requires either a spreader plate or bolted eye through the beam, in order that the weights do not pull the tied-off line through the timber, resulting in a weight crash.

### DAC Clock Adviser (August 2020)

The weight lines need to be attended to as soon as possible. These must be done to make the weight lines safe.

## Dial Motion Works



The dial-bar, the bar holding the motion works behind the dial, has not been serviced and is in very poor condition. To do this work the hands need to be removed, which involves approaching the dial using rope access equipment. The dial motion works will then be dismantled internally, cleaned and the outer bearings checked for wear. The dial fixings will also be checked for safety.

### DAC Clock Adviser (August 2020)

The dial bar motion work and dial bearing are in very poor condition and need servicing when you can, stiffness here can stop the clock! This can be left a while but not too long and needs attending to in no more than a year.

## **Cost**

Since the PCC first became aware of the Clock Works it has undertaken significant research to ensure that the total cost covers only works that are required.

**Cumbria Clocks identified as preferred contractor:** Overall price significantly lower; confidence they will undertake the work required and no more; as much work as possible will be undertaken on site; T&Cs simpler; annual service cheaper; good experience with last service.

<b>Summary of Work Required:</b>	<b>£ (+ VAT)</b>
Workshop overhaul to the strike hammer	795
Dismantle, clean the movement, manufacture new pinion trundle, fit new weight cables	2,790
Dismantle and clean the dial motion works and check the dial fixings for safety	1,285
<b>Sub Total</b>	<b>£ 4,870</b>
Grant Agreed – ChurchCare with financial support from the Pilgrim Trust	-1,000
<b>Total</b>	<b>£ 3,870</b>

## **Timing**

On the waiting list since March 2021, Cumbria Clocks has been working through a back-log of work resulting from COVID. We are now advised that this work can take place. In consideration of the wait time, Cumbria has undertaken an additional visual inspection at no charge. They confirmed nothing additional has arisen and walked through the works to be undertaken. We are now waiting for some dates.

## **Grant Request**

St Andrew's receives its funding to maintain the church from the generosity of church attendees and the residents of Owslebury through both direct giving and from fundraising activities. It receives no funding from the Church of England or the State. As a village asset, as opposed to an item to support worship, the PCC understands OPC is permitted to support this work to repair the clock through grant funding if it sees fit, and thanks OPC for its kind consideration.

MEETING REPORT: Staggs Gate Pond

DATE: 17/04/23

WRITTEN BY: The Clerk

AGENDA ITEM: 181 (e)

I have received the following request from a resident:

I would like to know if I can have permission to do some basic gardening such as strimming and spraying to keep the weeds under control at Staggs Gate Pond. I'm happy to discuss anything such as pruning or cutting down along with planting native plants. I will continue to dig out the culverts to keep them clear. However, I wish not to become legally responsible for the area nor an agent.

I would recommend that the Council agree to this request.



# Owslebury Parish Council Reserves Policy

Adopted by the Council on 11 April 2022  
Reviewed on 17 April 2023

# OWSLEBURY & MORESTEAD PARISH COUNCIL



## INTRODUCTION

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Owslebury and Morestead Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and to ensure financial security but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The Joint Panel on Accountability and Governance 'Practitioners' Guide March 2020 section 5.9 advises this should be considered as part of the budgeting process. However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions: -

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- the expenditure must not be recurring.
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

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Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Full Council, so long as the total expenditure for the financial year is not exceeded.

## TYPES OF RESERVES

Reserves can be categorised as earmarked, ring fenced or general.

### EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

Earmarked reserves can be held for several reasons:

Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

## OWSLEBURY & MORESTEAD PARISH COUNCIL



Carry forward of underspend – where some expenditure to projects cannot be spend in the budget year. Reserves are used as a mechanism to carry forward these resources.

Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

### RING FENCED

Ring fenced reserves are money or grants allocated for a specific project only.

### GENERAL RESERVES

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to the Clerk in general reserves at all times.



# PUBLICATION SCHEME

Adopted by the Council on 9 June 2014

Re-confirmed on 14 Feb 2022

Reviewed on 17 April 2023





## **Freedom of Information Act**

The Council's policy is based upon the model publication scheme prepared and approved by the Information Commissioner.

The publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The policy commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this policy.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this policy.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of information**

*Who we are and what we do:* Organisational information, locations and contacts, constitutional and legal governance.

*What we spend and how we spend it:* Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

*What our priorities are and how we are doing:* Strategy and performance information, plans, assessments, inspections and reviews.

*How we make decisions:* Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

*Our policies and procedures:* Current written protocols for delivering our functions and responsibilities.

*Lists and registers:* Information held in registers required by law and other lists and registers relating to the functions of the authority.

*The services we offer:* Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:



- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this policy will be made available.**

The Council will indicate clearly to the public what information is covered by this policy and how it can be obtained.

## **Charges which may be made for information published under this policy.**

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

## **Charges may be made for information published under this policy**

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

# OWSLEBURY & MORESTEAD PARISH COUNCIL



## Information available from Owslebury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website/hard copy	10p
Who's who on the Council	Website/electronic/hard copy	10p
Contact details for staff and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy	10p
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/electronic/hard copy/minutes	10p
Annual return form and report by auditor	Website/electronic/hard copy/noticeboard	10p
Finalised budget	Electronic/hard copy/minutes/Website	10p
Precept	Electronic/hard copy/minutes/AGAR/ Website	10p
Financial Regulations and Standing Orders	Website/electronic/hard copy	10p
Grants given and received	Website/electronic/hard copy/minutes and year-end accounts	10p
List of current contracts awarded and value of contract	Electronic/hard copy/minutes	10p
Members' expenses	Website/electronic/hard copy/minutes	10p
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	Hard copy/minutes /Website	10p



(Audits, inspections and reviews)		
Annual Report to Parish Assembly	Website/electronic/hard copy	10p
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic	10p
Timetable of meetings	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy/noticeboards	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Responses to consultation papers	Electronic/hard copy/minutes	10p
Responses to planning applications	Electronic/hard copy/BDBC's website/minutes	10p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website/hard copy/electronic	10p
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and Diversity policy	Contained in Standing Orders/Financial Regulations/minutes  Website/electronic/hard copy	10p

# OWSLEBURY & MORESTEAD PARISH COUNCIL



Health and Safety policy	Website/electronic/hard copy	
Risk Assessments	Website/electronic/hard copy	
Recruitment Policies (including current vacancies)	Electronic/hard copy	
Policies and Procedures for handling requests for information	Contained in minutes	
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website/electronic/hard copy Website/electronic/hard copy	
Subject Access Requests Policy	Website/electronic/hard copy	10p
Records Management Policies (records retention, destruction and archive)	Website/electronic/hard copy	10p
Data Protection Policies	Website/electronic/hard copy	10p
Schedule of charges (for the publication of information)	Website/electronic/hard copy	10p
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy/website;(some information may only be available by inspection)	10p
Assets Register	Electronic/hard copy/website and year-end accounts	10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Electronic/hard copy	10p
Register of members' interests	Winchester City Council website/website	
Register of gifts and hospitality	Hard copy/electronic	10p
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard copy/website; (some information may only be available by inspection)	10p
Parks, playing fields and recreational facilities	Website/hard copy/electronic	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic/in minutes	10p

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Bus shelters	Hard copy/electronic/in minutes	10p
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

The Parish Clerk, Owslebury & Morestead Parish Council, PO Box 783, Winchester, Hants.  
SO23 3RD.

[owsleburyparishcouncil@gmail.com](mailto:owsleburyparishcouncil@gmail.com)

Tel: 07869 814452

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage At cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		As per the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

## RISK ASSESSMENT AND INTERNAL CONTROLS FOR OWSLEBURY PARISH COUNCIL 2023

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
<b>Assets</b>	Protection of physical assets	Medium	<ul style="list-style-type: none"> <li>Asset register reviewed annually by Full Council.</li> <li>The Council's assets are all insured. Streetlamps have historically not been insured.</li> <li>New assets are added to the insurance policy when acquired.</li> <li>Land is registered with the Land Registry.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy reviewed annually by Full Council.</li> <li>Asset register reviewed annually by Full Council.</li> <li>Asset register updated when required.</li> <li>Regular inspection of the Council's assets.</li> <li>Repair and maintenance programme for assets.</li> </ul>
	Maintenance of play area and open spaces	High	<ul style="list-style-type: none"> <li>Biweekly visual inspections carried out by ASCO.</li> <li>2 inspections carried out by independent inspector per year.</li> <li>Adequate repair and maintenance programme in place.</li> <li>Budgeting for maintenance annually.</li> </ul>	<ul style="list-style-type: none"> <li>Medium and high risks are actioned accordingly.</li> <li>Adequate budget for repairs.</li> <li>The inspection reports are reviewed by the Full Council and actioned accordingly. Records are available for inspection.</li> <li>Works are checked on a regular basis by the Clerk.</li> </ul>
<b>Finance</b>	Banking	Medium	<ul style="list-style-type: none"> <li>Bank accounts are held with Lloyds. A new savings account will be set up in May with CCLA. The Lloyds account requires payments to be completed by 2 Cllrs.</li> <li>Reserves Policy in place and reviewed annually.</li> <li>Financial Regulations to be followed and reviewed annually.</li> <li>The internal auditor has been appointed to carry out an audit report.</li> <li>Payments are present to Full Council monthly, and 2 Cllrs are appointed to complete the payment process.</li> <li>Insurance in place.</li> </ul>	<ul style="list-style-type: none"> <li>RFO appointed.</li> <li>Statements are received monthly, and the bank reconciliations and statements are verified by the Full Council monthly and signed and dated by the Chairman.</li> <li>Financial Regulations and risk assessment for on-line banking to be reviewed regularly.</li> <li>Account signatories to be reviewed and approved annually by Full Council.</li> <li>Internal and external auditors appointed.</li> <li>Annual review of the internal controls.</li> <li>Quarterly review of the Actual to Budget by Full Council.</li> </ul>
	Loss of income or need to provide	Medium	<ul style="list-style-type: none"> <li>Minimal potential impact - no insurance required.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance documents reviewed annually by Full Council.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	essential services consequent upon critical damage, loss or non-performance of third party.		<ul style="list-style-type: none"> <li>Reserves Policy in place.</li> <li>All contractors provide proof of public liability cover.</li> </ul>	<ul style="list-style-type: none"> <li>General reserves to be held according to the policy.</li> <li>Council to ensure that contracts in excess of £500 are suitably worded.</li> <li>Staff to keep evidence of insurance and risk assessments for all contractors.</li> </ul>
	Loss of cash through theft or dishonesty	Medium	<ul style="list-style-type: none"> <li>Regular payments are encouraged to be via bank transfer.</li> <li>No petty cash held.</li> <li>Fidelity Guarantee insurance in place to cover all money held by the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance documents reviewed annually by Full Council.</li> <li>References to be obtained for staff.</li> <li>Quarterly payments to be published on the website.</li> <li>Clerk to be accompanied to the bank when banking more than £500 of cash.</li> <li>Encourage the use of bank transfers or cheque payments.</li> <li>Monthly bank reconciliation completed by RFO and approved by Full Council.</li> </ul>
	Financial control and records	Medium	<ul style="list-style-type: none"> <li>Monthly bank reconciliation to be prepared by the Clerk, verified by Full Council and signed and dated by the Chairman.</li> <li>Monthly payments of account to be signed and dated by the Clerk and presented at Full Council meetings, a resolution agreed and then signed by the Chairman.</li> <li>Two Cllrs to verify the invoices presented for payment and to sign the payment sheet. Payments are set up by the Clerk and finished by two appointed Cllrs.</li> <li>Internal auditor appointed.</li> <li>Financial approvals and expenditure to be filed with the invoices.</li> </ul>	<ul style="list-style-type: none"> <li>RFO and internal auditor appointed.</li> <li>Financial Regulations to be reviewed annually.</li> <li>Annual review by internal and external auditor and their reports to be presented to the Full Council.</li> <li>Signatories on the accounts to be reviewed annually.</li> <li>Clerk to present quarterly the actual to budget expenditure and a statement of variants to the Full Council.</li> </ul>
	Comply with HMRC regulations	High	<ul style="list-style-type: none"> <li>VAT returns are completed by the Clerk quarterly.</li> <li>Pay roll is run by the Clerk and checked by the Chairman and Vice Chairman. It is submitted monthly online and the employer's annual return is submitted within the prescribed time frame.</li> </ul>	<ul style="list-style-type: none"> <li>VAT returns are reconciled with all bank accounts and reported to the Council.</li> <li>Checked by the internal auditor.</li> </ul>



# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
			<ul style="list-style-type: none"> <li>• Internal and external auditor appointed.</li> </ul>	
	Sound budgeting to underlie annual precept	Medium	<ul style="list-style-type: none"> <li>• All monies spent against the budget to be in accordance with the Financial Regulations.</li> <li>• Budget preparation annually.</li> <li>• Asset register updated and reviewed annually.</li> <li>• Internal auditor appointed.</li> <li>• Training available and encouraged for staff and Cllrs.</li> <li>• Details of earmarked reserves in the budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Full Council draft budget for the three-year forecast to be prepared in accordance with the Financial Regulations and approved at the December meetings.</li> <li>• Salary budgets to be reviewed at least annually for the following financial year.</li> <li>• Final budget and proposed precept to be approved by the Full Council during the January meeting.</li> <li>• Clerk to report expenditure against the budget and explanation of material variances quarterly with petty cash expenditure.</li> <li>• Reserves reviewed annually and changes in earmarked reserves are approved by Full Council.</li> <li>• Appoint an internal auditor and act in accordance with their recommendations.</li> <li>• Full Council to approve subscriptions annually.</li> </ul>
	Complying with borrowing restrictions	Low	<ul style="list-style-type: none"> <li>• No borrowing at present.</li> </ul>	
<b>Liability</b>	Risk to third party, property or individuals	Medium	<ul style="list-style-type: none"> <li>• Insurance cover for public liability in place.</li> <li>• Risk assessments carried out and reviewed when required.</li> <li>• Health and Safety Policy in place which is reviewed annually.</li> <li>• Clerk acts as the H&amp;S Officer.</li> <li>• Tree and Memorial inspections in place.</li> <li>• Ensure all contractors have adequate insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety matters to be reported to Full Council.</li> <li>• Insurance documents reviewed by Full Council annually.</li> <li>• Health and Safety Policy to be reviewed annually.</li> </ul>
	Legal liability as consequence of asset ownership	High	<ul style="list-style-type: none"> <li>• Insurance is in place.</li> <li>• 6 monthly checks are in place for the play equipment.</li> <li>• Risk assessments in place and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance documents to be reviewed by Full Council annually.</li> </ul>

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AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
			<ul style="list-style-type: none"> <li>Trees investigated when damage reported. Tree survey carried out in 2022 and recommended works actioned.</li> </ul>	<ul style="list-style-type: none"> <li>ACSO carries out a biweekly visual inspections on the play areas and a 6 monthly inspection is carried out by a play area inspector. Reports are reviewed, work actioned if needed and records filed.</li> <li>Council to act on the recommendations in the tree survey.</li> </ul>
<b>Employer Liability</b>	Comply with employment law	Medium	<ul style="list-style-type: none"> <li>As a member of Hampshire Association of Local Councils (HALC), National Association of Local Councils (NALC) and Society of Local Council Town Clerks (SLCC) their advice can be sought.</li> <li>Compliance with Employment Law and Health and Safety regulations.</li> <li>Equality and Diversity Policy in place.</li> <li>Health and Safety Policy in place.</li> <li>Insurance in place.</li> <li>Staff contracts to be updated when required.</li> <li>All members of staff to be given a contract of employment on appointment.</li> <li>Employer's liability insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>Annual renewal to these organisations to be presented to the Full Council.</li> <li>Policies to be reviewed annually.</li> <li>Professional advice to be requested when needed.</li> <li>Training available for Clerk and Councillors</li> <li>Insurance documents reviewed annually by Full Council.</li> <li>Annual review of Health and Safety Policy.</li> </ul>
	Comply with HMRC requirements	Medium	<ul style="list-style-type: none"> <li>Regular advice is issued by HMRC.</li> <li>Internal and external auditor to carry out annual checks.</li> <li>Pay roll to be maintained as required by the Inland Revenue.</li> </ul>	<ul style="list-style-type: none"> <li>Reports from the auditors to be presented to the Council.</li> <li>Payroll is checked by the Chairman and Vice Chairman</li> </ul>
<b>Legal Liability</b>	Ensuring activities are within legal powers	High	<ul style="list-style-type: none"> <li>Clerk to clarify legal position on any new proposals when required.</li> </ul>	<ul style="list-style-type: none"> <li>Legal advice to be sought where necessary.</li> </ul>
	Proper and timely reporting via the minutes	Medium	<ul style="list-style-type: none"> <li>The Full Council meets every month. Minutes of all the previous meetings are always received, approved and signed by the Chairman of the Council. Minute pages are numbered correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Draft minutes are added to the website when circulated to Councillors and updated when approved.</li> <li>Hard copies of the approved minutes and appendices are stored in the Clerks house.</li> </ul>
	Proper document control	Medium	<ul style="list-style-type: none"> <li>Land and buildings registered at Land Registry and copies kept in files.</li> </ul>	<ul style="list-style-type: none"> <li>Spot checks by a nominated Councillor.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
<b>Council</b>	Councillors' obligation to declare DPI's	High	<ul style="list-style-type: none"> <li>• Councillors to complete Declaration of Pecuniary Interests (DPI) forms which are returned to Winchester City Council and should be updated by Councillors as and when required.</li> <li>• DPI's to be declared at meetings when necessary.</li> <li>• Councillors to inform the Clerk of any gifts and hospitality received.</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor DPI forms available on Winchester City Councils website and the Council's website.</li> <li>• DPI's to be noted in the minutes.</li> <li>• Records to be kept of gifts and hospitality received.</li> </ul>
	Council acting improperly	High	<ul style="list-style-type: none"> <li>• Councillors are to follow the adopted Code of Conduct.</li> <li>• Procedures to be followed as detailed in Standing Orders, Financial Regulations, Terms of Reference for Committees and all other approved policies.</li> <li>• All Council decisions are recorded in the meeting minutes.</li> <li>• Training for Cllrs and staff available and encouraged.</li> <li>• Advice available from HALC and SLCC.</li> <li>• Scheme of delegation in place.</li> <li>• Legal expenses, fidelity guarantee and libel and slander insurance cover in place.</li> <li>• All documents relating to Council business to be held in at the Clerks house in an orderly system and destroyed according to the Document Retention Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of suitably qualified staff.</li> <li>• Clerk to advise the Council to ensure it is complying with relevant legislation.</li> <li>• The approved Code of Conduct should be followed and reviewed and updated on a regular basis.</li> <li>• Breaches to the Code to be reported to the Monitoring Officer.</li> <li>• Standing Orders, Financial Regulations, Terms of Reference, Complaints Procedure and all other policies are reviewed and approved annually.</li> <li>• Council decisions are clearly minuted and the minutes are kept for future reference.</li> <li>• All Cllrs to complete DPI forms and to attend training as per Standing Orders.</li> <li>• The Transparency Code is adhered to.</li> <li>• Membership of ICO renewed annually.</li> <li>• Insurance documents reviewed annually by the Full Council.</li> </ul>
	Discrimination – the Council or its employees acting in a discriminatory and/or illegal manner	Medium	<ul style="list-style-type: none"> <li>• The Council will act in accordance with current best practice. Equality and Diversity Policy in place.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will endeavour not to discriminate in any of its dealings and actions.</li> <li>• The policy is reviewed annually.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Data Protection	Medium	<ul style="list-style-type: none"> <li>The Council is registered with the Data Protection Agency and has a Data Protection Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Annual renewal of registration to be confirmed at a Council meeting along with approval of the policy.</li> <li>The Council has appointed a Data Protection Compliance Officer to comply with the GDPR and will make other relevant changes to the way it conducts its business to comply.</li> </ul>
	Freedom of Information Act	Medium	<ul style="list-style-type: none"> <li>The Council has a model publication scheme published on the website.</li> </ul>	<ul style="list-style-type: none"> <li>The Town Clerk will report to the Council any requests made under the FOI Act and the scheme is reviewed annually.</li> </ul>
	Loss of records	Medium	<ul style="list-style-type: none"> <li>The Council's records are stored either on paper, electronically or both.</li> <li>All paperwork is stored in locked cabinets where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Electronic files are stored in the Cloud.</li> <li>Council documents are held according to the Document Retention Policy.</li> <li>The Data Protection Policy is reviewed annually.</li> <li>Proper handover and induction for new staff.</li> </ul>
	Loss of key staff	Medium	<ul style="list-style-type: none"> <li>Most of the Councils work can be carried out by each member of staff.</li> <li>In the absence of staff, a Councillor or Locum Clerk will provide cover.</li> <li>Appropriate notice periods in staff contracts.</li> <li>All documents stored in OneDrive.</li> </ul>	<ul style="list-style-type: none"> <li>All holiday requests to be made with notice.</li> <li>Proper handover and inductions for new staff.</li> </ul>
	IT failure or theft	Medium	<ul style="list-style-type: none"> <li>All data is stored on OneDrive.</li> <li>All computers are password protected.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to protect passwords.</li> <li>All devices have anti-virus software.</li> </ul>
	Business Continuity	Medium	<ul style="list-style-type: none"> <li>Scheme of delegation in place.</li> <li>Insurance in place.</li> <li>Member of HALC.</li> <li>Clerk is a member of SLCC.</li> <li>Risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Scheme of delegation reviewed annually.</li> <li>On-going staff training.</li> <li>Risk assessments updated annually.</li> <li>Staff to follow national rules and guidelines.</li> </ul>
	Slanderous / libellous statements by employees / Councillors	Low	<ul style="list-style-type: none"> <li>Insurance is in place for libel and slander.</li> </ul>	<ul style="list-style-type: none"> <li>The insurance policy is reviewed annually by the Full Council.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Inability of the Council to make decisions due to national crisis		<ul style="list-style-type: none"> <li>• Scheme of Delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Review of the Scheme of Delegation</li> </ul>
<b>Contractors</b>	Inadequate contracting arrangements and poor contractors' performance	High	<ul style="list-style-type: none"> <li>• Procedures to be defined in Council Standing Orders.</li> <li>• All contracts to be authorised by the Council and reviewed annually.</li> <li>• Performance to be monitored by Council staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures to be reviewed annually by the Council.</li> <li>• Contracts to be reviewed annually by the Clerk and reported to the Council prior to renewal.</li> <li>• Inadequate performance to be reported to the Council immediately following detection for a resolution.</li> </ul>

Reviewed and approved at The Full Council meeting held on 17 April 2023.