

1. 2023/ 2024
FC. 15.05.23

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
15th MAY 2023
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

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

In Attendance: Juanita Madgwick (Clerk), District Councillor Bolton and Pett, and the ACSO Gary McCulloch

Also in Attendance: 4 Members of the public were present.

1/23 ELECTION OF THE CHAIRPERSON OF THE COUNCIL AND RECEIPT OF THEIR DECLARATION OF OFFICE

Councillor Chapman proposed Councillor Hurlock be elected as Chairperson for 2023/24; Councillor Egerton seconded the resolution. The Council (Councillor Hurlock abstaining) **Resolved** unanimously to appoint Councillor Astrea Hurlock as Chair for 2023/24. Councillor Hurlock signed the Declaration of Acceptance of Office.

Cllr Hurlock thanked Cllr Chapman for being the chairman for the last 13 years.

2/22 ELECTION OF THE VICE CHAIRPERSON OF THE COUNCIL

Councillor Hurlock proposed Councillor Mahmood to be elected as Vice-Chair for 2023/24; Councillor Egerton seconded the resolution. The Council (Councillor Mahmood abstaining) **Resolved** unanimously to appoint Councillor Mahmood as Vice-Chair for 2023/24.

4/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from District Cllr Martin

5/23 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

6/23 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 17 APRIL 2023

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 17 April 2023, and the Council **Resolved**, unanimously, that they were a true record.

7/23 PUBLIC QUESTIONS AND COMMENTS

Planning:

None

Other Agenda Items:

A member of the public spoke about the traffic in the village and speeding cars, they were concerned that there could be a serious accident soon in the village. They advised that parts of Winchester had a 20mph speed limited and wanted to know if this is possible in Owslebury.

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They were concerned that children in the village do not have a safe path to the sports ground at Longwood Road as the speed limit there is 60mph and there is no pavement.

A Cllr advised that Cheriton had used 20mph signs in people's gardens to try and slow the traffic down.

The ACSO advised that they were trialling a new auto speed watch camera in one of his parishes which is attached to a lamppost and automatically takes the numberplates of cars speeding and sends the data to the police who send speeding letters.

A Cllrs advised that they had noted cars were speeding at certain times of the day. The ACSO asked the Cllr to let them know what time and they and the police could assess the area and put up a speed trap.

8/23 SET THE DATES AND TIMES FOR THE FULL COUNCIL MEETINGS

The Clerk had sent the proposed dates for the Council meetings, which were the first Monday of the month to all prior to the meeting (Appendix 1).

The Council **Resolved**, unanimously to accept the dates and times of the Full Council meetings for 2023/24.

9/23 TO APPOINT PARISH COUNCIL REPRESENTATIVES FOR 2023/24

The Council **Resolved** unanimously to adopt the guidelines for the role of parish council representatives set out in Appendix 2, agreed to the following Parish Council representative appointments, and noted appointments to the following local organisations:

- Councillor Chapman – Parish Council representative for: Broadband
- Councillor Egerton – Parish Council representative for: Rights of Way. Local organisation: Sports Club
- Councillor Martin – Parish Council representative for: Neighbourhood Watch and Transport. Local organisation: Member of Morestead Parochial Church Council.
- Councillor Foster – Parish Council representative for: Planning and Transport/ Highways
- Councillor Hurlock – Parish Council representative for: Southern Parishes, Winchester District Association and St Andrews Church
- Councillor Grinstead – Parish Representative for: School and the Playground
- Councillor Mahmood – Parish Representative for: Planning and Southern Parishes and Winchester District Association

10/23 PLANNING

a) PLANNING APPLICATIONS

None

b) PLANNING DECISIONS

The Council received and noted the planning decisions.

SDNP/23/00597/NMA	1 Hyde Cottages Fawley Lane Morestead Hampshire SO21 1NA
Proposal	Non Material Amendment to planning application SDNP/22/00333/HOUS
Decision	Approved

11/23 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

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

Cllr Pett introduced himself to the Council as the new district Councillor.

Cllr Bolton advised that he was keeping on top of the broadband to keep the momentum going. He also advised that speed cameras had been installed on the A272 and acoustic cameras will also be installed on a trial basis.

12/23 RECEIVE AN UPDATE FROM THE RECENT GROWS MEETING

Cllr Hurlock gave verbal update on the recent GROWS meeting which was held at the church on 3 May at St Andrews church and was well attended. Progress was made on tetra bins and imaging cameras. The group spoke with the Village Hall about what they could do to help.

There is a new round of funding for climate change soon which they hope to apply for, for a thermal imaging camera.

13/23 HIGHWAYS

a) RECEIVE AN UPDATE ON THE BEECH GROVE PATHWAY IMPROVEMENTS

The Clerk gave a verbal update on the Beech Grove improvements. She advised that she had not uploaded the information in the Hampshire County Council portal yet but hopes to do so in the near future. Cllrs Hurlock and Foster volunteered to help.

14/23 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) RECEIVE AND NOTE THE PLAY AREA INSPECTION

The Clerk had circulated the Play area inspection to all prior to the meeting (Appendix 3).

The Council received and noted the report.

There was some discussion around the play area report and Cllrs Grinstead and Chapman volunteered to check the report against each piece of equipment in the play area and report back at the next meeting.

Action	By Whom
To check the play area report against the play area equipment	Cllrs Chapman and Grinstead

180/23 RIGHTS OF WAY

a) CONSIDERATION OF ANY GENERAL MATTERS

None

16/23 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS

a) TO AUTHORISE THE LIST OF PAYMENTS AND APPOINT TOE OF THE COUNCILLORS TO FINISH THE PAYMENT PROCESS

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

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
1	490.20	Hotline - Coronation Mugs	CC
2	20.47	IONOS - Extended Support	DD
3	16.00	3 Phone	DD
4	195.00	WCC (Dog Bin Emptying)	
5	301.14	HALC - Fees 2023/24	
6	2.40	IONOS - Basic Fee	DD
7	74.00	WCC (Playarea Insepction)	
8	1,041.28	Swamore (ACSO)	
9	438.40	Clerk Salary - Apr	
10	109.60	HMRC	
11	40.83	OPHMC - April	
12	24.98	Amazon - Stationary	CC
13	12.36	Amazon - Stationary	CC
14	15.98	Amazon - Stationary	CC
15	335.00	S Comley - Green Keeper	
16	260.00	Internal Auditor	

Receipts:

Voucher	Amount (£)	Payee	
RECEIPTS			
1	20,062.50	Precept	

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

The Council **Resolved** unanimously for the Chairman to sign April's Bank Reconciliation.

c) RECEIVE AND APPROVE THE STANDING ORDERS FOR 2023/24

The Clerk had circulated the Standing Orders to all prior to the meeting (Appendix 4).

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

d) RECEIVE AND APPROVE THE FINANCIAL REGULATIONS FOR 2023/24

The Clerk had circulated the Financial Regulations to all prior to the meeting (Appendix 5).

The Council **Resolved** unanimously to approve the Financial Regulations and place a copy on the website.

c) RECEIVE AND APPROVE THE FIXED ASSET REGISTER FOR 2023/24

The Clerk had circulated the Fixed Asset Register to all prior to the meeting (Appendix 6).

The Council **Resolved** unanimously to approve the Fixed Asset Register and place a copy on the website.

d) REVIEW AND APPROVE THE RISK REGISTER

The Clerk had circulated the Risk Register to all prior to the meeting (Appendix 7).

The Council **Resolved** unanimously to approve the Risk Register and place a copy on the website.

e) RECEIVE AND NOTE THE INTERNAL AUDITORS REPORT FROM THE YEAR 2022/23

The Clerk had circulated the Internal Auditors report for the year 2022/32 to all prior to the meeting (Appendix 8).

The Council received and noted the Internal Auditors report.

f) CONFIRMATION THAT NO CLLRS HAVE A CONFLICT OF INTEREST WITH BDO

None of the Councillors had a conflict of interest with the external auditors BDO and **Resolved** unanimously for the Chairman to sign the form.

g) APPROVE SECTION 1 OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS BEHALF

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk. The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR except assertion 5 as the Council had not reviewed the Risk Register in the financial year 01/04/22 to 31/03/23. It was reviewed in February 2022 and will be reviewed again in this meeting.

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

h) TO APPROVE SECTION 2 'ACCOUNTING STATEMENTS 2022/23 OF THE ANNUAL GOVERNANCE ACCOUNTING RETURN 2022/23 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS' BEHALF

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The Council Resolved unanimously to approve Section 2 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement therein and authorised the Clerk to submit the Annual Governance Statement and bank reconciliation to the external auditor, BDO.

i) CONFIRM THE ARRANGEMENTS FOR INSURANCE COVER

The Clerk had circulated the insurance renewal letter and policy schedule for 2023/24 to all prior to the meeting (Appendix 9).

The Clerk advised that the Council had Resolved unanimously to appoint Aviva for the 3-year term in the May 2022 meeting. The cost of the insurance for 2023/24 will be £548.57 for the year. The Clerk advised that she had reviewed the schedule and was happy that the insurance would be adequate for the Council.

The Council agreed for the payment of £548.57 to be paid for the insurance for the year.

j) AGREEMENT TO THE SIGNING OF THE LENGTHSMAN CONTRACT FOR 2023/24

The Clerk circulated the Lengthsman contract to all prior to the meeting (Appendix 10).

The Council **Resolved** unanimously to sign the Lengthsman contract for 2023/24

17/23 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

Cllr Hurlock asked the Council for approval to be nominated for the SDNP Parish Representative.

The Council **Resolved** unanimously to agree to Cllr Hurlock being nominated for the SDNP Parish Representative.

Cllr Foster would give a traffic update at the next meeting.

There being no further business the meeting closed at 9.32pm

Chairman:

Date: