

|  |    |
|--|----|
| District Councillors Report Oct 23 _____   | 2  |
| Hampshire County Councilors Report Oct 23 _____                                  | 5  |
| Beech Grove _____  | 10 |
| Speedwatch _____   | 11 |
| Quotes to replace Post in the Glebe Field _____                                  | 12 |
| Charging for the Use of Land _____   | 13 |
| Hampshire Forest Partnership – tree planting in Winchester District _            | 14 |
| Payments and Receipts September 23 _____   | 17 |
| AGAR Section 3 - FINAL _____   | 18 |
| Actual Budget 2023 24 _____  | 21 |
| Budget Monitoring Report Q2 _____  | 22 |
| Budget 2024 2025 _____   | 23 |
| Terms of reference for the Staffing Committee _____                              | 25 |
| Consultation on the review of Licensing Policy under Licensing Act<br>2003 _____ | 26 |
| Complaints Handling and Complaints Procedure 2023 _____                          | 27 |
| Equality and Diversity Policy 2023 _____   | 30 |

## **WINCHESTER CITY COUNCIL – UPPER MEON VALLEY WARD**

### **Parish update for October 2023**

#### **Boomtown update**

We, the SDNP planning committee and the SDNPA Chair went along to Boomtown for a tour and meeting with the management team on the Friday afternoon of the event.

It's fair to say that we were all very impressed with the organisation and considerable effort that goes into managing an event of this magnitude.

There was one particular element of the event we questioned them on in a great deal of detail and it will be no surprise to know that that was the sound level monitoring and controls. We were given a presentation by F1 Acoustics, an expert independent company, which very much left us with the view that the arrangements for noise monitoring of the festival at the various offsite locations was continuous at all the locations. After further discussions post the event, in particular with Cllr Pain of Cheriton parish council, doubt began to creep in regarding the continuous nature of the monitoring and clarification was sought from officers in the environment department at WCC, who are responsible for the monitoring overall. As a result of this an email, extract below, was sent out to all present to clarify the true position and we felt this was worth sharing with the parishes to draw a line under any further misunderstanding.

“Boomtown’s acoustic consultants...F1 Acoustics employed 2 teams to drive around and monitor the 9 locations surrounding the festival site throughout the periods of regulated entertainment, so each location is not monitored ‘continuously’ but F1 do continuously monitor.

F1 Acoustics do however, continuously monitor noise levels for the main stages. They have monitors at the ‘front of house’ mixing desks for each of the main stages, which did continuously relay live data to their porta cabin on site. This is monitored by Rob (and colleagues) of F1 Acoustics and where the noise levels at these locations were found to be above expected levels, on site staff would be deployed to liaise with the venue’s sound engineer.

In addition to the above there was one continuous noise monitor was deployed by F1 Acoustics in Itchen Abbas.

WCC have a team of two officers to monitor sound levels at each of the 9 noise monitoring locations for each of the nights to provide additional rigour to audit levels against the Licence conditions. All noise levels taken by the WCC team were reported back to the onsite WCC team leader and where levels were found to be either close to, at or above the licence noise levels, together with the monitoring location, are immediately reported to Event Control and the F1 team, when F1 would take action to drop on site levels.

Of course, with 2 personnel and 9 locations, neither F1 nor WCC can be omnipresent at each location, but they would visit each of these locations and proactively triage their focus according to climatic conditions i.e. wind direction or in response to complaints received. After a compliant reading, they would move onto the next monitoring location, but if there was a high reading or even a breach, this would be reported to site and immediate action taken. This has been the approach for many years.

Whilst the ideal of having 9 monitors in fixed locations sounds like a good idea in principle, there are technical issues with the 4G coverage required and they would have to be located in accessible, secure places and we do sometimes come across other sources of noise which you can only detect in person e.g. a local wedding / pub noise etc. Staff also regularly go to other locations to assess the noise where complaints are received, in order to make a judgement as to whether the locations are representative and should be monitored in future years.

Boomtown are required to submit a noise report of the event, which will include all of their off-site readings and necessary actions taken. This will include all the data from the one continuously monitored site in Itchen Abbas.”

At a post-Festival “wash-up” meeting for local residents held in Cheriton on 18 Sep, the F1 rep present confirmed that interpretation as accurate, but assured attendees that their monitoring showed that there had been no breach of their license conditions. It was nonetheless clear that some residents’ lived experience through the Festival weekend was of sufficient volume and acoustic range to cause significant disturbance.

Consequently, the chair of the Winchester Licensing Committee has been requested to arrange a ‘teach-in’ for members of that committee to ensure they have a good working knowledge of the noise limits in terms of their real effect at distance from Matterley Bowl. We will also ask for wider circulation of the monitoring results from this year.

Concern has also been raised that the Festival’s Traffic Management Plan had little flexibility when faced with multiple incidents on the the M3 and A34 as the site emptied on the Monday. This resulted in gridlock across the City, with little use being made of alternative egress routes to the east.

There also appears to be a lack of confidence that the environmental mitigation measures applied across the Matterley Estate have sufficient positive impact to outweigh the potential damage caused by the event. A particular example was given of the count of some endangered bird species.

These concerns have also been discussed with the Chair of the SDNPA who agrees with the need to secure greater transparency across each of these aspects of the Festival’s activities before any future planning case is determined. But it also turns out that, contrary to popular belief, the South Downs is not the only national park to host a Festival: Kendal Calling, on the Lowther Estate in the Lake District National Park, and the Y Not Festival at Pikehall in the Peak District National Park have both been held annually for some years.

Neil Bolton  
Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

## COUNTY COUNCILLOR ROB HUMBY'S REPORT OCTOBER 2023

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

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[Hampshire County Council \(@hampshire\\_county\\_council\) • Instagram photos and videos](#)

### **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

## **COUNTY COUNCIL CABINET TO CONSIDER FUTURE PLANS TO CLOSE £132M BUDGET GAP BY APRIL 2025**

Hampshire County Council's Cabinet will next week have to consider a package of budget measures which could start to see all non-essential spending being withdrawn after April 2025, and the local authority limiting future spending on just the delivery of minimum service levels, required by law

[County Council Cabinet to consider future plans to close £132m budget gap by April 2025 | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-cabinet-to-consider-future-plans-to-close-132m-budget-gap-by-april-2025)

## **DON'T LET THE COST OF LIVING STOP YOU FROM BECOMING A FOSTER CARER**

Compassionate Hampshire people interested in fostering a vulnerable child are reminded of the financial support provided to foster carers

[Don't let the cost of living stop you from becoming a foster carer | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/dont-let-the-cost-of-living-stop-you-from-becoming-a-foster-carer)

## **FUNDING AWARDED TO INITIATIVES TO HELP HAMPSHIRE FAMILIES IN NEED – MORE PROJECTS INVITED TO APPLY**

Hampshire County Council has announced the allocation of more than £264,000 in community grants – through its connect4communities programme – to projects helping to ensure disadvantaged households do not go without necessities, such as food, fuel and warmth this autumn and winter

[Funding awarded to initiatives to help Hampshire families in need – more projects invited to apply | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/funding-awarded-to-initiatives-to-help-hampshire-families-in-need-more-projects-invited-to-apply)

## **WORLD SUICIDE PREVENTATION DAY – KNOW WHERE TO FIND HELP**

Hampshire County Council is working alongside Southern Health NHS Foundation Trust to remind people about Life Cards to ensure as many people as possible know where they can find help and support for themselves or a loved one who may be struggling with mental ill health or suicidal thoughts

[World Suicide Prevention Day – know where to find help | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/world-suicide-prevention-day-know-where-to-find-help)

## **THREE IS THE MAGIC NUMBER WHEN APPLYING FOR SECONDARY SCHOOL PLACES FOR SEPTEMBER 2024**

Parents and carers with children due to move to secondary school next year can now apply for their child's school place for September 2024. Secondary school applications are open from 11 September until 31 October

[Three is the magic number when applying for secondary school places for September 2024 | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/three-is-the-magic-number-when-applying-for-secondary-school-places-for-september-2024)

## **HAMPSHIRE TO FURTHER INCREASE MONTHLY PAYMENTS TO LOCAL RESIDENTS HOSTING UKRAINIAN FAMILIES**

Hampshire County Council has today announced that it will be paying an extra £200 per month to all Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme, until the end of March 2024. This takes the monthly payment to £700

[Hampshire to further increase monthly payments to local residents hosting Ukrainian families | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-to-further-increase-monthly-payments-to-local-residents-hosting-ukrainian-families)

## **#BEEWELL YOUTH WELLBEING PROGRAMME SET TO BRING A HIVE OF ACTIVITY TO 130 LOCAL SECONDARY SCHOOLS THIS AUTUMN**

Young people in over 130 secondary schools will be invited to have their say on the issues that matter to them most, as a pioneering youth-centred wellbeing programme gets underway in Hampshire, the Isle of Wight, Portsmouth and Southampton

[#BeeWell youth wellbeing programme set to bring a hive of activity to 130 local secondary schools this autumn | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/bee-well-youth-wellbeing-programme-set-to-bring-a-hive-of-activity-to-130-local-secondary-schools-this-autumn)

## **ON YOUR FEET HAMPSHIRE!**

Hampshire County Council is highlighting the more than 100 'Steady and Strong' classes taking place across the county each week, helping people aged 65+ maintain and improve their strength and balance, enabling them to stay independent and keep doing the things they love

[On your feet Hampshire! | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/on-your-feet-hampshire)

## **TUNBRIDGE UPDATE – NEW COMPLETION DATE FOR ENGINEERING WORKS ON BRIDGE IN GARNIER ROAD, WINCHESTER**

Hampshire County Council has confirmed a revised date of February 2024 for the completion of the £1.4 million scheme to replace the 100 year old Tunbridge, in Garnier Road, Winchester

[Tunbridge update – new completion date for engineering works on bridge in Garnier Road, Winchester | 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

MEETING REPORT: Beech Grove  
DATE: 9 October 2023  
WRITTEN BY: The Clerk  
AGENDA ITEM: 70 (a)

At the last meeting it was agreed that I would contact Havant Highways for the 5 reports, that the Parish Council did not have that needed to be uploaded to the s278 portal.

I have contacted Havant Highways and they have emailed me all the reports that I have asked for.

I have started to put all the reports together to upload to the portal.

By the November meeting I hope to have uploaded all the reports to the s278 portal and hopefully the Parish Council can progress to the next stage of the project.

MEETING REPORT: Speedwatch  
DATE: 9 October 2023  
WRITTEN BY: The Clerk  
AGENDA ITEM: 70 (b)

At the last meeting in September the Council agreed to put an advertisement out for Speedwatch volunteers.

Currently we have received 6 people in the village that would like to volunteer. I would suggest that some Councillors also train to become a Speedwatch volunteer too.

MEETING REPORT: Post at the Glebe Field

DATE: 09/10/23

WRITTEN BY: The Clerk

AGENDA ITEM: 71 (a)

The righthand post for the gate at the Glebe Field is broken and it is difficult to open and close the gate. Below are the quotes to replace the post:

Quote 1: Supply and fix: £356.99

Quote 2: Supply and fix: £245.00

MEETING REPORT: Charging for the use of the Councils Land

DATE: 9 October 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 71 (b)

I have taken advice from HALC (Hampshire Association of Local Councils) regarding charging for the use of Council owned land such as the Glebe Field, Sports Ground and Playground for money making activities.

They have advised me that the Council is within its rights to make a charge for the use of the land and charging a small amount for the use is not an unreasonable request, particularly if the persons/ business is making money from the service it is providing on the land.

Would the Council like to charge any persons/business using any of the land that the Council owns?

I would suggest a small charge of £5 an hour to cover some of the cost the Council pays for the upkeep of these areas.

The Council has paid on average over the last 4 years £1,900 a year for grass cutting of the Glebe Field/ Playground and Sports Field and £600 on tree works this equates to 10% of the precept for the year.

## Hampshire Forest Partnership – Tree planting in Winchester District

Good morning,

I work for Hampshire Forest Partnership, an exciting new project in Hampshire County Council's Countryside Service which aims to plant one million trees across Hampshire by 2050. Over the coming weeks, we will be launching a new initiative called Shoots Along the Routes, which I hope you will be interested to get involved with.

The aim of Shoots Along the Routes is to develop a green network of trees along selected roads across Hampshire. Trees give roads a breath of fresh air. They can provide environmental, economic and social benefits to their surrounding areas. The trees will make the roadways more aesthetically pleasing, whilst also reducing air pollution by capturing and filtering out some of the pollutants caused by cars. These green buffers can also protect water quality, generate oxygen, store carbon and cool the air. The trees can also mitigate noise pollution from road traffic, reduce flooding, improve soil health and provide valuable green corridors for wildlife by enhancing biodiversity. Not only this, but being around trees makes us feel better, their beauty improves our mood. We can only benefit by driving past such wonders as we travel across the county.

The project will support tree planting on land 1km either side of the chosen roads. The selected routes have been chosen to create green networks, corridors and linkages across Hampshire. Many of the routes have either a lack of tree canopy cover, or the potential to create linkages between existing tree cover. The routes have also been chosen to maximise the strategic benefits from tree planting mentioned above. We will support the right tree in the right place, planting only on land that is suitable, within the eligible routes. The project will support the planting of trees outside of existing woodland; new hedges, standard trees, linear woodlands, shelter belts and tree clusters. The attached map shows the routes and associated 2km-planting corridors across the Winchester City Council area and highlights the eligible land that falls within your parish.

We hope you can help us develop Shoots along the Routes and would love to work with you to create new vibrant green networks across Hampshire. Whether you are a Parish Council, local group, or landowner, please get in touch if you are interested in planting trees. Further information about Shoots Along the Routes, along with an Expression of Interest form and guidance, will be available from mid-September on our website: [www.hants.gov.uk/hampshireforestpartnership](http://www.hants.gov.uk/hampshireforestpartnership).

Please do let us know if we can include a short article on the project in your parish magazine or other local newsletter, and by when you would need copy and photos for this. We would be very grateful for any help to spread the word, so please do share the above information with groups or individuals that you feel may be interested.

In the meantime, please keep an eye on our social media channels on [Facebook](#), [Instagram](#) and [LinkedIn](#) for Hampshire Forest Partnership news, updates and ways to get involved.

All the best,

# GET INVOLVED

If you're a local resident, parish councillor, business, teacher, landowner, land manager or farmer with land that'd be perfect for tree planting, we'd love to hear from you.

## HOW DO I KNOW IF MY LAND IS A GOOD FIT?

Before you join the Hampshire Forest Partnership, it's important to think about whether your land would be a healthy environment for trees to grow.

Here are some important questions to consider:

- Have you got permission to use the land for tree planting?
- Will the trees fit the space as they grow? Think about the size and spread so that the trees, when fully grown, will suit the location
- Which trees will thrive in your soil type and environment? Different species love different conditions, so it's important to plant the right ones
- Will any underground services, like water pipes, be impacted?

We're unable to use archaeological sites and land with protected species as we don't want to disturb these important parts of our community.

For more detailed information about how to join our partnership, email us at [treeplanting@hants.gov.uk](mailto:treeplanting@hants.gov.uk). Or, if you want to learn more about planting trees in your garden, you can read [Hampshire Countryside Service's blog post on how to plant trees](#).

## HOW TO GET INVOLVED IN YOUR AREA

A key part of our work is connecting you to your community's environmental projects.

Follow us on [Instagram](#) and [Facebook](#) to find out more about tree planting happening in your local area.

### VOLUNTEER AS A TREE GUARDIAN

Young trees need a huge amount of water (up to 50 litres a week between May and August), especially during periods of drought. When trees are planted in public areas, they might not get the amount of water they need to live and thrive.

If there's a recently planted tree near your home that you can water and care for, you can become a tree guardian. When you become a tree guardian, you'll receive a factsheet of tree care tips and a certificate from us to say thank you.

To register as a tree guardian, email us at [treeplanting@hants.gov.uk](mailto:treeplanting@hants.gov.uk) with information about where the tree is and when you think it was planted. Pictures of the tree would also be helpful. We'll get in touch to let you know the next steps.

### **LOCAL TREE PLANTING GROUPS**

If you're looking to encourage more volunteers to join your local conservation group's tree planting project, email us at [treeplanting@hants.gov.uk](mailto:treeplanting@hants.gov.uk) with the following information:

- name of your group
- address
- telephone number
- email
- website link
- the geographic area your group covers

We can then spotlight your group and help get your local community involved in your tree planting events.

### **WE'RE JUST GETTING STARTED**

There's more information still to come about other ways to get involved, including how you can:

- create a local forest plan for your parish
- enjoy fun tree planting events

So, keep an eye out on our [news and events](#) page for more information about what's happening at Hampshire Forest Partnership.



Owslebury Parish Council  
2023/24

| PAYMENTS | Amount (£) | Payee                                 | Payment Type |
|----------|------------|---------------------------------------|--------------|
| 67       | 290.00     | S Comley - Green Keeper               | JC/WM        |
| 68       | 250.00     | CAB Grant                             |              |
| 69       | 7.00       | 3 (Phone)                             | DD           |
| 70       | 28.91      | IONOS (Extended Support/ . Wordpress) | DD           |
| 71       | 10.03      | HMRC - Uderpayment of Tax             | JC/WM        |
| 72       | 89.00      | Argos - Computer Monitor              | CC           |
| 73       | 252.00     | BDO - Auditor                         |              |
| 74       | 25,000.00  | CCLA Deposit Account                  | JC/WM        |
| 75       | 2.40       | IONOS (Hosting)                       | DD           |
| 76       | 6.00       | Land Registry                         | CC           |
| 77       | 40.83      | OPHMC - Sep                           |              |
| 78       | 438.40     | Clerk Salary - Sep                    |              |
| 79       | 109.60     | Clerks Expenses                       |              |
| 80       | 59.25      | HMRC                                  |              |
|          |            |                                       |              |

| Voucher         | Amount (£) | Payee   |  |
|-----------------|------------|---------|--|
| <b>RECEIPTS</b> |            |         |  |
| 7               | 20,062.50  | Precept |  |
|                 |            |         |  |
|                 |            |         |  |

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

30/09/2023

|                          |           |   |                  |
|--------------------------|-----------|---|------------------|
| <b>CASH BOOK BALANCE</b> |           | £ | £                |
| Balances 1st April 2023  |           |   | 70,502.91        |
| income                   |           |   | 41,817.23        |
| expenses                 |           |   | -43,620.20       |
| <b>CASH BOOK BALANCE</b> |           |   | <b>68,699.94</b> |
| add u/p cheques          |           |   | 1,254.48         |
| less o/s receipts        |           |   | 0.00             |
| Control total            |           |   | <u>69,954.42</u> |
| <b>BANK STATEMENTS</b>   |           |   |                  |
| Treasurers account       | 69,954.42 |   |                  |
| Business 30 Day notice   | 0.00      |   |                  |
| Credit Card              | 0.00      |   |                  |
| Per bank statements      |           |   | <u>69,954.42</u> |
| Difference               |           |   | <u>-0.00</u>     |

2. SHORT TERM DEPOSIT

25,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

93,699.94

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### OWSLEBURY AND MORESTEAD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

|   | Agreed |     | 'Yes' means that this authority:  |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  |        | ✓   | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A   |
|   |        |     | ✓   |
|   |        |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2023

and recorded as minute reference:

16/23(i) REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*A. S. M.* SIGNATURE REQUIRED

Clerk

*[Signature]* SIGNATURE REQUIRED

ENTER PUBLISHED URL OF THE AUTHORITY'S WEBSITE/WEBPAGE ADDRESS  
www.owslebury.org.uk

## Section 2 – Accounting Statements 2022/23 for

### OWSLEBURY AND MORESTEAD PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance   |
|---|--------------------|--------------------|--|
|   | 31 March 2022<br>£ | 31 March 2023<br>£ |  |
|   |                    |                    | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>   |
| 1. Balances brought forward                                 | 75,089             | 73,939             | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>  |
| 2. (+) Precept or Rates and Levies                          | 28,579             | 29,722             | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts                                 | 4,443              | 8,326              | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs  | 6,356              | 6,627              | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments                     | 0                  | 0                  | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments                                   | 27,816             | 34,857             | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward                             | 73,939             | 70,503             | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>   |
| 8. Total value of cash and short term investments           | 73,939             | 70,503             | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>   |
| 9. Total fixed assets plus long term investments and assets | 104,942            | 107,402            | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>  |
| 10. Total borrowings  | 0                  | 0                  | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |

| For Local Councils Only                                    | Yes | No | N/A |  |
|--|-----|----|-----|--|
| 11a. Disclosure note re Trust funds (including charitable) |     |    |     | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | <i>The figures in the accounting statements above do not include any Trust transactions.</i>                         |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 NATALIE REQUIRED

Date 15/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2023

as recorded in minute reference:

16/05/2023 MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Owslebury and Morestead Parish Council

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

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

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

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

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP - Southampton

EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1...

SIGNATURE REQUIRED

Date

07 September 2023 YY

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

| Income                  | Actual Receipts 19/20 | Actual Receipts 20/21 | Actual Receipts to Nov 21/22 | Budget Receipts 2022/23 | Actual Receipts 2022/23 | Budget Receipts 2023/24 | Actual Receipts 2023/24 | Comments |
|-------------------------|-----------------------|-----------------------|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------|
|                         | £                     | £                     | £                            | £                       | £                       | £                       | £                       |          |
| Precept                 | 22,316                | 23,816                | 28,579                       | 29,722                  | 29,722                  | 40,125                  | 40,125                  |          |
| Council Tax Support     |                       |                       |                              |                         |                         |                         |                         |          |
| CIL Money               |                       | 3,951                 |                              |                         |                         |                         |                         |          |
| Ring fenced Xmas lights |                       | 685                   | 250                          |                         | 975                     |                         |                         |          |
| Ring fenced other       |                       |                       |                              |                         |                         |                         |                         |          |
| Ring fenced Eastleigh   | 3,890                 |                       |                              |                         |                         |                         |                         |          |
| General donations       | 333                   |                       | 50                           |                         | 69                      | 50                      | 82                      |          |
| Sports Club             | 305                   | 310                   | 45                           |                         | 1,053                   |                         |                         |          |
| Play Area Income        | 171                   |                       |                              |                         |                         |                         |                         |          |
| Sub Station Rent        | 100                   | 100                   | 100                          | 100                     | 100                     | 100                     | 100                     |          |
| Insurance Refund        |                       |                       | 55                           |                         |                         |                         |                         |          |
| SSE Refund              |                       |                       |                              |                         | 532                     |                         |                         |          |
| Interest Received       |                       |                       |                              |                         |                         |                         |                         |          |
| Fixed deposit           | 301                   | 316                   | 50                           | 150                     | 25                      | 50                      | 0                       |          |
| Fixed assets sale       |                       |                       |                              |                         |                         |                         |                         |          |
| VAT Refund              | 1,160                 | 1,091                 | 3,893                        |                         | 4,297                   |                         | 1,511                   |          |
| <b>Total Receipts</b>   | <b>28,576</b>         | <b>30,269</b>         | <b>33,022</b>                | <b>29,972</b>           | <b>38,048</b>           | <b>40,325</b>           | <b>41,817</b>           |          |

| Expenditure                                    | Actual Expenses 19/20 | Actual Expenses 20/21 | Actual Expenses to Nov 21/22 | Budget Expenses 2022/2023 | Actual Expense 2022/2023 | Budget Expenses 2023/2024 | Actual Expenses 2023/24 | Comments  |
|--|-----------------------|-----------------------|------------------------------|---------------------------|--------------------------|---------------------------|-------------------------|---|
|  | £                     | £                     | £                            | £                         | £                        | £                         | £                       |   |
| <b>Staff Costs</b>                             |                       |                       |                              |                           |                          |                           |                         |   |
| Clerk's Net Salary                             | 4,994                 | 4,821                 | 5,085                        | 5,750                     | 5,302                    | 5,800                     | 2,707                   |   |
| Income Tax                                     | 1,198                 | 1,205                 | 1,271                        | 1,440                     | 1,325                    | 1,500                     | 687                     |   |
| Clerk's travel                                 | 134                   | 16                    | 103                          | 150                       | 73                       | 150                       | 39                      |   |
| ACSO   | 1,574                 | 8,414                 | 9,248                        | 8,900                     | 9,858                    | 11,000                    | 4,771                   |   |
| <b>Administration / General Expenditure</b>    |                       |                       |                              |                           |                          |                           |                         |   |
| Chairman's Expenses                            | 80                    | 80                    | 80                           | 100                       | 80                       | 80                        | 0                       |   |
| Councillors Expenses                           | 20                    |                       |                              | 50                        |                          | 50                        | 0                       |   |
| Clerk & Councillors Training                   | 200                   |                       | 95                           | 350                       | 947                      | 400                       | 196                     |   |
| Publications                                   | 112                   | 120                   |                              | 50                        |                          | 50                        | 0                       |   |
| Postage  | 33                    |                       | 12                           | 30                        | 13                       | 30                        | 0                       |   |
| Clerk's Broadband Allowances                   | 196                   | 152                   | 242                          | 120                       | 135                      | 150                       | 56                      |   |
| Clerk's Working from Home Allowances           | 125                   | 125                   | 125                          | 125                       | 125                      | 125                       | 63                      |   |
| Telephone                                      |                       |                       |                              | 160                       | 161                      | 180                       | 50                      |   |
| Stationary                                     | 215                   | 135                   | 114                          | 250                       | 127                      | 250                       | 54                      |   |
| Meeting Expenses                               | 318                   | 141                   | 370                          | 400                       | 378                      | 450                       | 170                     |   |
| Insurances                                     | 740                   | 750                   | 782                          | 1,000                     | 583                      | 700                       | 549                     | Paid in full in April   |
| Audit  | 405                   | 415                   | 420                          | 500                       | 435                      | 500                       | 470                     | Paid Internal Auditor and External Auditor                            |
| Office Equipment                               | 94                    |                       | 670                          | 700                       | 358                      | 350                       | 89                      |   |
| Website  | 306                   | 299                   | 359                          | 360                       | 349                      | 400                       | 240                     | Have been paying for extended support but cancelled this on 3 October |
| Credit Card                                    | 32                    | 32                    | 32                           | 32                        | 32                       | 32                        | 32                      | Paid in full in June  |
| PO Box   | 285                   | 294                   | 300                          | 325                       | 315                      | 400                       | 330                     | Paid in full in September   |
| Street Lighting                                | 118                   | 82                    | 274                          | 100                       | 266                      |                           |                         |   |
| Land Registry                                  |                       |                       |                              |                           | 3                        | 20                        | 6                       |   |
| Election Costs                                 |                       |                       |                              | 50                        |                          |                           |                         |   |
| Shredding                                      |                       |                       |                              |                           |                          | 60                        |                         |   |
| <b>General Maintenance</b>                     |                       |                       |                              |                           |                          |                           |                         |   |
| Grass Cutting                                  | 1,620                 | 1,860                 | 2,615                        | 3,500                     | 1,495                    | 5,000                     | 1,645                   |   |
| Dog Waste Collections                          | 660                   | 885                   | 660                          | 700                       | 585                      | 800                       | 195                     |   |
| Play Area Repairs & Inspections                | 667                   | 2,185                 | 79                           | 1,000                     | 1,079                    | 5,000                     | 429                     |   |
| General Maintenance / Repairs                  | 216                   | 265                   | 261                          | 500                       | 316                      | 500                       | 0                       |   |
| Tree Works                                     |                       |                       | 2,150                        | 500                       | 320                      | 500                       | 0                       |   |
| Lengthsman scheme                              |                       | 56                    | 56                           | 60                        | 0                        |                           |                         |   |
| Community Assets Maintenance                   |                       |                       | 1,012                        |                           | 1,240                    | 1,500                     | 0                       |   |
| Playarea Works                                 |                       |                       |                              | 2,500                     |                          |                           |                         |   |
| <b>Subscriptions</b>                           |                       |                       |                              |                           |                          |                           |                         |   |
| Hampshire Association of Local Councils (HALC) | 280                   | 270                   | 294                          | 300                       | 296                      | 320                       | 301                     | Paid in full in April   |
| Society of Local Council Clerks (SLCC)         |                       |                       |                              | 250                       | 230                      | 250                       | 139                     | Paid in full in August  |
| Winch. District Ass'n o Local Councils         |                       |                       |                              |                           |                          |                           |                         |   |
| Hants. Playing Fields Association              | 40                    |                       |                              |                           |                          |                           |                         |   |
| Council for Protection of Rural England (CPRE) | 36                    | 36                    | 36                           | 40                        | 36                       | 40                        | 0                       |   |
| Information Commissioner                       | 35                    | 35                    | 35                           | 40                        | 35                       | 40                        | 35                      | Paid in full in July  |
| Parish Online                                  | 75                    | 75                    | 75                           | 75                        |                          | 75                        | 0                       |   |
| Survey Monkey                                  |                       |                       | 320                          |                           |                          |                           |                         |   |
| <b>Grants</b>                                  |                       |                       |                              | 1,500                     |                          | 2,000                     |                         |   |
| St Andrew's Church                             | 400                   | 525                   |                              |                           | 400                      |                           | 1,000                   |   |
| Morestead Church                               | 200                   | 200                   | 200                          |                           |                          |                           |                         |   |
| St Andrew's Church                             |                       |                       |                              |                           | 100                      |                           | 150                     |   |
| Christmas Lights                               |                       |                       |                              |                           |                          |                           |                         |   |
| Winchester CAB                                 | 250                   | 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                     |                          |                           |                         |   |
| Speed Sign                                     | 3,200                 | 58                    |                              |                           |                          |                           |                         |   |
| Bollard for Footpath31                         |                       | 292                   |                              |                           |                          |                           |                         |   |
| Red Lane Re surfacing                          |                       | 850                   |                              |                           |                          |                           |                         |   |
| Topography Survey & Design Beech Grove         |                       |                       | 2,289                        |                           |                          |                           |                         |   |
| Notice Board                                   |                       |                       |                              |                           | 1,357                    |                           |                         |   |
| Play Area Painting                             |                       |                       |                              |                           |                          | 1,000                     |                         |   |
| Benches (Glebe Field) x 3                      |                       |                       |                              |                           |                          | 2,000                     | 279                     |   |
| Footpath Improvement (Beech Grove)             |                       |                       |                              |                           |                          | 15,000                    | 1,764                   |   |
| Coronation                                     |                       |                       |                              |                           |                          | 500                       | 409                     | Paid for mug for children at school - Paid in full                    |
| Repainting of Telephone Box                    |                       |                       |                              |                           |                          | 300                       |                         |   |
| Affordable Housing Survey                      |                       |                       |                              |                           | 300                      |                           |                         |   |
| <b>Pavilion</b>                                |                       |                       |                              |                           |                          |                           |                         |   |
| Water  |                       |                       |                              | 100                       |                          |                           |                         |   |
| Electricity                                    |                       |                       |                              | 100                       |                          |                           |                         |   |
| Maintenance                                    |                       |                       |                              | 100                       |                          |                           |                         |   |
| Pavilion Costs                                 |                       |                       |                              |                           | 8,006                    |                           |                         |   |
| <b>VAT Paid</b>                                | 1,164                 | 2,414                 | 3,209                        |                           | 3,876                    |                           | 1,518                   |   |
| <b>Total Expenses</b>                          | <b>24,110</b>         | <b>27,577</b>         | <b>34,172</b>                | <b>37,207</b>             | <b>41,486</b>            | <b>57,502</b>             | <b>18,620</b>           |   |
| Net Surplus/(Deficit)                          | 4,465                 | 2,692                 | -1,150                       | -7,235                    | -3,438                   | -17,177                   | 23,197                  |   |

| RESERVES  | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|---------|---------|---------|---------|---------|
| Opening reserves at beginning of financial year 1st April | 67,931  | 72,396  | 75,088  | 73,938  | 70,500  |
| Net surplus/deficit for financial year                    | 4,465   | 2,692   | -1,150  | -3,438  | -17,177 |
| Closing reserves at 31st March                            | 72,396  | 75,088  | 73,938  | 70,500  | 53,323  |

MEETING REPORT: Budget Monitoring Report

DATE: 9 October 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 73 (d)

After reviewing the actual to budget expenditure up to 30 September, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 50%.

**Budget heading**

**Explanation**

**Admin Costs**

Insurance (+15%)

Audit (+15%)

Credit Card Fee (+15%)

PO Box (+15%)

Paid in full in May

Internal Auditor paid in full in Apr and  
External Auditor in September

Paid in full in June

Paid in full in September

**Subscriptions**

HALC (+15%)

Information Commissioner (+15%)

Subscription paid in full in April

Paid in full in July

**Community Projects**

Coronation (+15%)

Mugs brought in May for Kings coronation



|  |               |               |               |               |               |               |               |               |  |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--|
| Grass Cutting                                  | 1,620         | 1,860         | 2,615         | 1,495         | 5,000         | 1,935         | 3,900         | 4,000         |  |
| Dog Waste Collections                          | 660           | 885           | 660           | 585           | 800           | 195           | 400           | 700           |  |
| Play Area Repairs & Inspections                | 667           | 2,185         | 79            | 1,079         | 5,000         | 429           | 6,400         | 3,000         |  |
| General Maintenance / Repairs                  | 216           | 265           | 261           | 316           | 500           | 0             | 200           | 500           |  |
| Tree Works                                     |               |               | 2,150         | 320           | 500           | 0             | 500           | 2,000         |  |
| Lengthsman scheme                              |               | 56            | 56            | 0             |               |               |               |               |  |
| Community Assets Maintenance                   |               |               | 1,012         | 1,240         | 1,500         | 0             | 500           | 1,500         |  |
| <b>Subscriptions</b>                           |               |               |               |               |               |               |               |               |  |
| Hampshire Association of Local Councils (HALC) | 280           | 270           | 294           | 296           | 320           | 301           | 301           | 320           |  |
| Society of Local Council Clerks (SLCC)         |               |               |               | 230           | 250           | 139           | 139           | 150           |  |
| Winch. District Ass'n o Local Councils         |               |               |               |               |               |               |               |               |  |
| Hants. Playing Fields Association              | 40            |               |               |               |               |               |               |               |  |
| Council for Protection of Rural England (CPRE) | 36            | 36            | 36            | 36            | 40            | 0             | 36            | 40            |  |
| Information Commissioner                       | 35            | 35            | 35            | 35            | 40            | 35            | 35            | 40            |  |
| Parish Online                                  | 75            | 75            | 75            |               | 75            | 0             |               | 75            |  |
| Survey Monkey                                  |               |               | 320           |               |               |               |               |               |  |
| <b>Grants</b>                                  |               |               |               |               |               |               |               |               |  |
| St Andrew's Church                             | 400           | 525           |               | 400           |               | 1,000         | 1,000         |               |  |
| Morestead Church                               | 200           | 200           | 200           |               |               |               | 200           |               |  |
| Owslebury Newsletter                           |               |               |               | 100           |               | 150           | 150           |               |  |
| Christmas Lights                               |               |               |               |               |               |               |               |               |  |
| Winchester CAB                                 | 250           | 250           | 250           | 250           |               | 250           | 250           |               |  |
| OMCA   |               | 240           |               | 500           |               |               |               |               |  |
| Hampshire Archive                              |               |               | 200           |               |               |               |               |               |  |
| OMPHC  |               |               | 850           |               |               |               |               |               |  |
| ADD  | 3,890         |               |               |               |               |               |               |               |  |
| OSSC   | 100           |               |               | 200           |               |               | 100           |               |  |
| Hampshire & Isle of Wight Trust                | 100           |               |               |               |               |               |               |               |  |
| <b>Community Projects</b>                      |               |               |               |               |               |               |               |               |  |
| Speed Sign                                     | 3,200         | 58            |               |               |               |               |               |               |  |
| Bollard for Footpath 31                        |               | 292           |               |               |               |               |               |               |  |
| Red Lane Re surfacing                          |               | 850           |               |               |               |               |               |               |  |
| Topography Survey & Desgin Beech Grove         |               |               | 2,289         |               |               |               |               |               |  |
| Affordable Housing Survey                      |               |               |               | 300           |               |               |               |               |  |
| Notice Board                                   |               |               |               | 1,357         |               |               |               |               |  |
| Play Area Painting                             |               |               |               |               | 1,000         |               |               |               |  |
| Benches (Glebe Field) x 3                      |               |               |               |               | 2,000         | 279           | 400           |               |  |
| Footpath Improvement (Beech Grove)             |               |               |               |               | 15,000        | 1,764         | 15,000        |               |  |
| Coronation                                     |               |               |               |               | 500           | 409           | 409           |               |  |
| Repainting of Telephone Box                    |               |               |               |               | 300           |               | 300           |               |  |
| Speedwatch Equipment                           |               |               |               |               |               |               |               | 700           |  |
| <b>Pavilion</b>                                |               |               |               |               |               |               |               |               |  |
| Water  |               |               |               |               |               |               |               |               |  |
| Electricity                                    |               |               |               |               |               |               |               |               |  |
| Container & Paint                              |               |               |               | 1,706         |               |               |               |               |  |
| Removal of Pavilion                            |               |               |               | 6,300         |               |               |               |               |  |
| <b>VAT Paid</b>                                | 1,164         | 2,414         | 3,209         | 3,876         |               | 1,518         |               |               |  |
| <b>Total Expenses</b>                          | <b>24,110</b> | <b>27,577</b> | <b>34,172</b> | <b>41,484</b> | <b>57,502</b> | <b>19,810</b> | <b>51,698</b> | <b>38,602</b> |  |
| Net Surplus/(Deficit)                          | 4,465         | 2,692         | -1,150        | -3,436        | -17,177       | 22,007        | -11,373       | -38,302       |  |

| RESERVES  | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
|---|---------|---------|---------|---------|---------|---------|
| Opening reserves at beginning of financial year 1st April | 67,931  | 72,396  | 75,088  | 73,938  | 70,502  | 59,002  |
| Net surplus/deficit for financial year                    | 4,465   | 2,692   | -1,150  | -3,436  | -11,500 |         |
| Closing reserves at 31st March                            | 72,396  | 75,088  | 73,938  | 70,502  | 59,002  | 59,002  |



## **Terms of reference for the Staffing Committee**

### **1. Membership**

The Committee shall consist of three councillors. The quorum shall consist of 3 Committee Members.

The Chairman of the Council shall automatically be a member of the committee unless otherwise excluded. The Chairman & Vice Chairman of the Committee will be appointed at the first committee meeting following the Annual Parish Meeting. All members shall comply with the Code of Conduct and the Councils Standing Orders.

### **2. Meetings**

The Committee shall meet a minimum of once a year, with additional meetings scheduled as and when necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

### **3. Confidentiality**

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

### **4. Delegated Powers**

The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the parish council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.

### **5. Responsibilities**

The committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

The Chairman of the Council will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

The Committee will:

1. Advise the council on human resources aspects of the council
2. Review and appraise the performance of the Clerk annually. The appraisal is to be undertaken by two member of the committee.
3. Consider the annual pay award for the Clerk by the council
6. Deal with any staff disciplinary matter in accordance with the Councils Disciplinary Procedure
7. Deal with any staff grievance in accordance with the Councils Grievance procedure.

# Consultation on the review of Licensing Policy under Licensing Act 2003

Dear Consultee,

I am writing to consult you on the draft Licensing Policy for Winchester City Council.

At a recent Licensing and Regulation Committee, the Licensing Policy was considered for review with proposed changes in accordance to Section 5 of the Licensing Act 2003.

A 'clean' copy of the proposed Policy with amendments can be found attached or on the Council's website at [www.winchester.gov.uk/licensing/beer-entertainment-late-night-refreshment/licensing-policy-and-fees](http://www.winchester.gov.uk/licensing/beer-entertainment-late-night-refreshment/licensing-policy-and-fees). A tracked changed version is available as part of the [Licensing and Regulation Committee report pack](#).

If you have any comments regarding these changes, please provide them in writing to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk) or to the Licensing Manager at the address below, **no later than 22 October 2023**.

Any comments received will be referred back to the Licensing and Regulation Committee for consideration after which it will be recommended for adoption by full Council.

## Email Received from Cheriton Parish Council:

Dear Mr Beattie,

I hope you don't mind my drawing to your personal attention the fact that Winchester City Council is consulting on its Licensing Policy. You will note on Page 3 under the heading **Other Legislation** that there is no mention of Section 62 of the Environment Act 1995 which requires a licensing authority such as WCC "to have regard to the purposes of a national park" when considering applications relating to land within a national park. I recall your saying in what I think was an Authority meeting several months ago that you had tried to get central government to strengthen Section 62. That a district council which has a significant part of its area within the SDNP to omit any reference to Section 62 in its Licensing Policy is, I suggest, not something we should ignore. I expect my parish council and, hopefully, others within Winchester District to submit an appropriate comment about this omission and I would encourage you to ensure that SDNPA does likewise in its response to WCC.



# Complaints Handling and Complaints Procedure

**Adopted 10 October 2022**

**Reviewed 9 October 2023**



## Complaints Procedure

1. Owslebury and Morestead Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how the Council shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on ~~17 May 2022~~ 15 May 2023 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Winchester City Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Winchester City Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within Ten working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## Contacts

Juanita Madgwick  
The Clerk of Owslebury and Morestead Parish Council

PO Box 783  
Winchester

# OWSLEBURY & MORESTEAD PARISH COUNCIL



Hampshire  
SO23 3RD

Tel: 07869 814452

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

~~John Chapman~~ Astrea Hurlock

The Chairman of Owslebury and Morestead Parish Council

Email: ~~[Cllr.Chapman.opc@gmail.com](mailto:Cllr.Chapman.opc@gmail.com)~~ [Cllr.Hurlock.opc@gmail.com](mailto:Cllr.Hurlock.opc@gmail.com)



# **Equality and Diversity Policy**

**Adopted on 10 October 2022**

**Reviewed 9 October 2023**



## 1) Introduction

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

## 2) Our Commitment as an Employer



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

### 3) Our Commitment as a Service Provider

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

### 4) Equal Opportunity Policy Statements

#### AGE

We will:

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





- challenge discriminatory assumptions about younger and older people.

## **DISABILITY**

We will:

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

## **RACE**

We will:

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

## **GENDER**

We will:

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

## **SEXUAL ORIENTATION**

We will:

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

## **RELIGION OR BELIEF**

We will:



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

## **PREGNANCY OR MATERNITY**

We will:

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

## **MARRIAGE OR CIVIL PARTNERSHIP**

We will:

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

## **EX-OFFENDERS**

We will:

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

## **EQUAL PAY**

We will:

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