

21. 2023/ 2024

FC. 11.09.23

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
11th SEPTEMBER 2023
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

Present: Parish Councillor Yassir Mahmood (in the Chair).
Parish Councillors John Chapman, Mark Egerton, and John Foster,

In Attendance: Juanita Madgwick (Clerk), District Councillor Neil Bolton

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

48/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllrs Hurlock, Grinstead and Martin and District Cllr Pett.

49/23 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

50/23 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 10 JULY 2023

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 10 July 2023, and the Council **Resolved**, unanimously, that they were a true record.

51/23 PUBLIC QUESTIONS AND COMMENTS

Planning:

SDNP/23/03503/HOUS - Victoria Park:

Representatives from Victoria Park advised that the previous owners had used up all the permitted development on this property, so they had to apply for planning for landscaping the gardens. They advised that they would like to extend the terrace, put in an outdoor kitchen and a kitchen garden. They are re-doing the pond and planned to plant 80 trees once the work was complete. There was no intention to build on the land.

They advised that they have carried out a site and desktop ecological report.

They advised that they will be re-using all the materials on site.

Other Agenda Items:

A resident noted that the bank at the bottom of the school field onto Main Road was becoming overgrown and could it be cut back as the site lines onto the road from some drives were difficult.

The Clerk advised that the resident could report this on the Hampshire Highways webpage.

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There was some discussion on the Council asking the school on what their plan was for the next growing season. The Council asked the Clerk to report this to Hampshire Highways and contact the school to ask what their plans were for this area.

Action:	By Whom:
Contact the School regarding the bank	The Clerk
Contact Hampshire Highways regarding cutting back the bank	

52/23 PLANNING

a) PLANNING APPLICATIONS

SDNP/23/03503/HOUS	Victoria Park Baybridge Lane Owslebury Hampshire SO21 1JN
Proposal	Proposed landscaping works to include greenhouse.
Councils Comment	No Comment

b) PLANNING DECISIONS

SDNP/23/02080/LIS	The Beeches Longwood Owslebury Hampshire SO21 1LD
Proposal	(Amended) Replacement of modern windows to the north-east and north-west elevations to timber casements. Replacement of modern door on northwest elevation with new timber door. Formation of new door in new opening to north-east elevation. Internal alterations.
Decision	Approved

SDNP/22/05799/FUL	Rowhay Farm Bungalow Roughay Lane Upham Hampshire SO32 1JP
Proposal	Removal of existing bungalow and garage building and the erection of replacement dwelling.
Decision	Approved

SDNP/21/03419/LIS	Boyes Barn Whites Hill Owslebury SO21 1LT
Proposal	Pitched Roof Extension over existing single storey flat roof extension to create bathrooms accessed from existing first floor accommodation.
Decision	Approved

SDNP/21/03418/HOUS	Boyes Barn Whites Hill Owslebury SO21 1LT
Proposal	Pitched Roof Extension over existing single storey flat roof extension to create bathrooms accessed from existing first floor accommodation.
Decision	Approved

The Council received and noted the planning decisions.

53/23 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 1).

The Council asked District Cllr Bolton who started the discussions regarding the additional parking in Beech Grove, Cllr Bolton did not know as it was Cllr Pett that has been dealing with this. He advised that he would find out and report back to the Council.

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The Council discussed if there were exceptional circumstances would Winchester City Council put further parking spaces in Beech Grove and that the District Cllrs should press further on this point. Cllr Bolton advised that he would speak to Cllr Pett and report back to the Council.

54/23 RECEIVE AN UPDATE FROM GROWS

As Cllr Hurlock was not at the meeting no update was given.

55/23 RECEIVE A REPORT ON TRAINING

The Clerk had circulated all the upcoming training courses to all prior to the meeting (Appendix 2).

The Clerk advised all the Cllrs to contact her if they wanted to attend any of these training courses and she will make the booking.

Cllr Mahmood asked to attend the Chairing Skills and Handling Challenging Individuals Courses. The Clerk advised she would book the courses.

56/23 RECEIVE AND NOTE THE AFFORDABLE HOUSING FIGURES FOR OWSLEBURY

The Clerk had circulated the affordable housing figures for Owslebury to all prior to the meeting (Appendix 3).

The Council noted the affordable housing figures. There was some discussion around how these figures are calculated, what the criteria is to be on the affordable housing list and how to read the data.

The Council asked the Clerk to write to the affordable housing officer and ask if they could have this information every quarter and ask how the figures are calculated and how to use the data.

Action	By Who
To write to the housing officer	The Clerk

57/23 HIGHWAYS

a) RECEIVE AN UPDATE ON THE BEECH GROVE PATHWAY IMPROVEMENTS

The Clerk had circulated a report on the Beech Grove pathway improvements, which included the Clerk meeting with Hampshire Highways on the reports that need to be uploaded to the s278 portal, to all prior to the meeting (Appendix 4).

The Clerk advised that there were five reports that the Council could not provide, and Hampshire Highways suggested asking Havant Highways to provide this information.

The Council **Resolved** unanimously for the Clerk to ask Havant Highways for the five reports needed to upload to the s278 portal.

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Action	By Whom
To contact Havant Highways for the 5 reports that are needed to upload to the s278 portal	The Clerk

b) DISCUSS THE ROAD SIGNAGE IN THE VILLAGE IN RESPONSE TO AN EMAIL RECEIVED BY A RESIDENT

The Clerk advised that she had received several emails from a resident who was concerned about traffic signs in the village being obscured by foliage and over hanging trees. The Clerk advised that she had sent out a notice to the village which sets out when to cut hedges, foliage and over hanging trees. The Council asked the Clerk to put the notice on the Owslebury Neighbours Facebook page.

There was discussion about putting link on the new website on how to report bad site lines, over hanging trees and overgrown foliage.

A Cllr advised that one of the fingerpost had been repainted but not finished.

The Council **Resolved** unanimously to write to Hampshire Highways on the disrepair of the signage around the village and the overgrown vegetation and the fingerpost that has not been correctly painted.

Action:	By Whom:
To write to Hampshire Highways on the disrepair of the signage around the village, overgrown vegetation and the fingerpost	The Clerk

c) RECEIVE A REPORT ON SETTING UP SPEEDWATCH IN OWSLEBURY

The Clerk had circulated a report on how to set up SpeedWatch in the village and the cost of the equipment to all prior to the meeting (Appendix 5).

The Clerk advised that volunteers need to fill in a form which will go to the police then they would need to attend an online training session. The Clerk advised that the Council need to identify areas in the village for the SpeedWatch team to use and the police would need to complete a health and safety check on each area. The Clerk advised that there should be at least three volunteers for each session.

The Council asked the Clerk to put out an OIS, Facebook and the Newsletter advert to ask for volunteers, once the Council know how many volunteers, they have they will decide if a SpeedWatch team is worth pursuing.

Action	By Who
To put an advert out for volunteers for SpeedWatch	The Clerk

d) RECEIVE A REPORT ON ROAD ACCIDENTS IN OWSLEBURY SINCE 2017

The Clerk had circulated a report on how many accidents there had been in the village that had been reported to the police and the severity of them since 2017 to all prior to the meeting (Appendix 6).

The accident data was received and noted.

58/23 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) REVIEW AND AGREE THE GREEN KEEPERS SCHEDULE

The Clerk circulated a schedule of works for the Green Keeper to carry out over the year to all prior to the meeting (Appendix 7).

The Council **Resolved** unanimously to schedule of works for the Green Keeper for the year.

b) AGREEMENT ON CUTTING BACK THE HEDGES ON THE GLEBE FIELD

The Clerk and Cllr Mahmood advised that when they had met the Green Keeper, he had noted that the hedges and small trees on the righthand side of the Glebe field had grown considerably and needed to be cut back.

The Council **Resolved** unanimously to cut back the hedges on the Glebe field and advise the residents that this would be taking place.

c) REVIEW THE QUOTES FOR THE RESURFACING WORKS IN THE PLAYGROUND AND AGREE ON WHICH PIECES OF EQUIPMENT SHOULD BE RESURFACED

The Clerk had circulated the 3 quotes for resurfacing parts of the playground to all prior to the meeting (Appendix 8).

The quotes were as follows for carrying out the following work:

Quote 1 – AVA Recreation	£5,883.32 + VAT
Quote 2 – Harlequin Playgrounds	£8,326.58 + VAT
Quote 3 – Vita Play	£6,658.56 + VAT - Basket Swing (Rhyno Mulch)
Quote 3 – Vita Play	£6,957.14 + VAT – Basket Swing (Black EDM)
Quote 3 – Vita Play	£7,140.51 + VAT – Basket Swing (Black EDM and Orange arrow wear pads)

The Council **resolved** unanimously to appoint AVA Recreation to carry out all the resurfacing work.

d) TO NOTE THAT WINCHESTER CITY COUNCIL HOLD £257.01 IN THE OPEN SPACE FUND FOR THE PLAY AREA

The Clerk had circulated the email received from Winchester City Council which informed the Council that they were holding £257.01 in the Open Space Fund for Owslebury, to all prior to the meeting (Appendix 9).

The Clerk advised that she had filled in the form and sent it back to Winchester City Council to receive the money, which would go towards the resurfacing work.

59/23 RIGHTS OF WAY

a) RECEIVE A REPORT ON LITTER PICKING FROM THE LITTER PICK PARTNERSHIP

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The Clerk had circulated the email received from the litter picking partnership which asked where in the village litter picking should take place (Appendix 10).

After some discussion the Council asked the Clerk to ask the litter picking partnership to litter pick on Thompson Lane and Hurst Lane by the activity centre.

60/23 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS

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

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

Payments:

July:

43	195.00	WCC Dog Bin Emptying	JC/WM
44	520.00	S Comley - Green Keeper	JC/WM
45	7.00	3 (Phone)	DD
46	28.91	IONOS Extended Support	DD
47	1,000.00	Grant (St Andrews)	
48	50.00	Durley PC - Training	
49	1,237.73	Swamore (ACSO)	
50	22.31	OPHMC - July	
51	438.40	Clerk Salary - July	
52	109.60	HMRC	
53	7.20	Clerks Expenses	
54	290.00	S Comley - Green Keeper	

August:

55	2.40	IONOS (Hosting)	DD
56	7.00	3 (Phone)	DD
57	80.00	Akismet - Spam Removal	CC
58	40.90	IONOS (Extended Support/ Domain Name/ Wordpress)	DD
59	139.00	SLCC - membership Fee	
60	2.40	IONONS (Hosting)	DD
61	96.00	AVA Recreation -Playground Inspection	
62	396.00	Royal Mail - PO Box	
63	438.40	Clerk Salary - Aug	
64	7.20	Clerks Expenses	

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65	109.60	HMRC	
66	1,145.83	Swamore (ACSO)	

Receipts:

July:

4	38.34	Donation from PNECC Cycle Race
5	10.00	Donation for use of Glebe Field

August:

6	1,510.56	VAT Return
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b) TO APPROVE THE SIGNING OF THE JULY AND AUGUST BANK RECONCILIATION BY THE CHAIRMAN

The Council **Resolved** unanimously for the Chairman to sign July's and August's Bank Reconciliation.

c) AGREEMENT ON SETTING UP A STAFFING COMMITTEE AND AGREEMENT ON WHICH CLLRS ARE ON THE COMMITTEE AND AGREE THE TERMS OF REFERENCE

The Clerk had circulated the Terms of Reference for a Staff committee to all prior to the meeting (Appendix 11).

As not all the Councillors were present at the meeting the Council **Resolved** unanimously to pend this agenda item until the October meeting.

d) CONSIDERATION OF A GRANT TO MORESTEAD CHURCH FOR GRASS CUTTING

The Clerk had circulated the letter from Morestead church asking for a grant for grass cutting and tree works, to all prior to the meeting (Appendix 12).

The Council **Resolved** unanimously to pend this agenda item until the next meeting and asked the Clerk to find out how much money Morestead Church would like.

e) CONSIDERATION OF A GRANT TO CITIZENS ADVICE

The Clerk had circulated the letter from Citizen Advice asking for a grant, to all prior to the meeting (Appendix 13).

The Council **Resolved** unanimously to grant Citizen Advice £250.00.

f) AGREEMENT FOR THE CLERK TO PURCHASE A NEW COMPUTER SCREEN

The Council **Resolved** unanimously for the Clerk to purchase a new computer screen up to the value of £150.00.

g) TO NOTE THAT EASTLEIGH BOROUGH COUNCIL LOCAL PLANS DRAFT PARKING STANDARDS AND DRAFT AFFORDABLE HOUSING POLICIES

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The Clerk has circulated Eastleigh's draft Parking Standards and Affordable Housing policies to all prior to the meeting (Appendix 14).

The Council noted Eastleigh Borough Council's Local plans draft parking standards and draft affordable housing policies.

h) TO NOTE BOTLEY'S NEIGHBOURHOOD PLAN

The Clerk had circulated Botley's Neighbourhood plan to all prior to the meeting (Appendix 15).

The Council noted Botley's Neighbourhood Plan.

i) REVIEW AND APPROVE THE HEALTH AND SAFETY POLICY

The Clerk had circulated the Health and Safety policy to all prior to the meeting (Appendix 16).

The Council **Resolved** unanimously to approve the Health and Safety policy and place a copy on the website.

j) REVIEW AND APPROVE THE GRANTS AND DONATIONS POLICY

The Clerk had circulated the Grants and Donations Policy to all prior to the meeting (Appendix 17).

The Council **Resolved** unanimously to approve Grants and Donations policy, with the changes '*from our grants budget*' and '*Owslebury and Morestead*' and place a copy on the website.

k) REVIEW AND APPROVE THE DOCUMENT RETENTION AND DISPOSAL POLICY

The Clerk had circulated the Document Retention and Disposal policy to all prior to the meeting (Appendix 18).

The Council **Resolved** unanimously to approve Document Retention and Disposal policy, with the necessary spelling corrections and place a copy on the website.

61/23 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

Cllr Chapman advised that the Broadband roll out was going well and that an OIS will be going out in the coming days to ask residents who has signed up so that the Council can see how good the take up has been so far.

There was some discussion on the use of the Glebe Field and the Chairman asked for this to be put on the October agenda.

62/23 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 9 October at 7:00pm.

There being no further business the meeting closed at 8:56pm

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Chairman:

Date:

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