

30. 2023/ 2024
FC. 09.10.23

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
9th OCTOBER 2023
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

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

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

Also in Attendance: 7 Members of the public were present.

63/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Martin

64/23 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

Cllrs Egerton and Mahmood declared an interest item 67/23 planning application SDNP/23/04050/FUL - Old Green Farm Whites Hill Owslebury Hampshire SO21 1LT.

65/23 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 11 SEPTEMBER 2023

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 11 September 2023, and the Council **Resolved**, unanimously, that they were a true record.

66/23 PUBLIC QUESTIONS AND COMMENTS

Planning:

A resident spoke on planning application SDNP/23/04050/FUL- Old Green Farm Whites Hill Owslebury Hampshire SO21 1LT. They spoke about the SDNP core policy not being mentioned in the applicants covering letter, that they had concerns on the potential light and noise pollution, and that the aparthotel would be visible from the public footpath. They also mentioned that the application is near a wildlife area, with an active Owl and bat population. The resident would like to see certain conditions attached to this application to minimise the noise and light pollution.

Other Agenda Items:

None

67/23 PLANNING

a) PLANNING APPLICATIONS

SDNP/23/03816/PA16	Vodaphone Site Marwell Zoological Park Thompsons Lane Owslebury Hampshire
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Proposal	The installation 1 no. new Crowsnest Headframe 23.8m AGL, The relocation of 2 no. existing Antennas 23.8m AGL, The installation 2 no. existing Antennas 23.8m AGL, The removal of 1 no. existing 0.6m Dish 22.5m AGL, Associated ancillary upgrades.
Councils Comment	No Comment

Cllrs Egerton and Mahmood left the meeting.

SDNP/23/04050/FUL	Old Green Farm Whites Hill Owslebury Hampshire SO21 1LT
Proposal	Associated operational development pursuant to application reference SDNP/22/05927/PA3R, together with the insertion of mezzanine floors to apart- hotel units and the re-cladding of the remaining part of the existing barn to create enclosed storage for the holding.
Councils Comment	Owslebury Parish Council Object to this planning application

Owslebury and Morestead Parish Council objects to the Planning Application on the grounds listed in the following table:

SD Policy	Requires	Application SDNP/23/04050/FUL Basis and Comments
SD2 – Ecosystems Services	Item 2: Development proposals must be supported by a statement that sets out how the development proposal impacts, both positively and negatively, on ecosystem services.	The related TAN indicates that the submitted Ecosystem Services Statement should contain “the appropriate Ecosystem Services based solutions” and the methodology by which these conclusions were reached. Instead, the Statement repeatedly fails to specify how positive impacts will be achieved and largely lists options that could be applied or suggests further study as being required. The exact intentions should be stated and this report is therefore deficient in the specifics demanded by SD2. In the absence of the required information within the application, we request that SDNPA sets its requirements over every related aspect in the form of conditions on the development, including any eventualities of further studies that become necessary.

<p>SD7 – Tranquillity</p>	<p>1. Development proposals will only be permitted where they conserve and enhance relative tranquillity and should consider the following impacts: a) Direct impacts that the proposals are likely to cause by changes in the visual and aural environment in the immediate vicinity of the proposals; b) Indirect impacts that may be caused within the National Park that are remote from the location of the proposals themselves such as vehicular movements; ...</p> <p>2. Development proposals in highly tranquil and intermediate tranquillity areas should conserve and enhance, and not cause harm to, relative tranquillity.</p>	<p>The applicant claims, without evidence, that the development will result in no more noise and disturbance than the prior existing agricultural use. The site was not a farm in the conventional sense and since the prior agricultural use was low level, and limited to the working day, the substitution of 5 independent accommodation units will also generate noise within and outside working hours, which is the time of maximum tranquillity in the village environs. It is evident that the operation of the development will not enhance the relative tranquillity of the location, but indeed will degrade the aural environment and the relative tranquillity of this intermediate tranquillity environment.</p> <p>The application chooses not to recognise the conflict with SD7 goals and therefore offers no detail of operational limitations and technical mitigations that will be necessary just to achieve parity with the prior use. The site is also situated amongst village houses. We request that SDNPA sets appropriately strict noise and disturbance limits (sound systems, parties, entertainments, vehicular, tc.) on the development, both to adhere to the requirements of SD7 and to protect the tranquillity enjoyed at the surrounding dwellings.</p>
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<p>SD8 – Dark Night Skies</p>	<p>2. Development proposals must demonstrate that all opportunities to reduce light pollution have been taken, and must ensure that the measured and observed sky quality in the surrounding area is not negatively affected, having due regard to the following hierarchy: a) The installation of lighting is avoided; and b) If lighting cannot be avoided, it is demonstrated to be necessary and appropriate, for its intended purpose or use: i. Any adverse impacts are avoided; or ii. If that is not achievable, then adverse impacts are mitigated to the greatest reasonable extent.'</p>	<p>The site nocturnal lighting intensity will be different to the agricultural use which minimised all lighting and the nocturnal use of lighting. The Ecosystems Services Statement mentions only external lighting in regard to DNS preservation and enhancement but the submitted plans relate only to the building envelope. This development, including its unspecified external operational elements, will have a significant impact on light pollution on this previously low/ no light status. The application does not mention the impact of light spill which will increase due to light levels and pattern of use. The DNS TAN May 21 mentions both vertical window and skylight light spill. There are seven very large vertical windows, 3.4m H x 2.4m W. Large skylights number twelve 3m x 1m and eighteen 1.5m x 1m. The application should indicate the proposed mitigations against:</p> <ul style="list-style-type: none"> • the direct visual intrusion of light spilling to the adjacent environment, especially during autumn to spring seasons when hedging and trees have lost coverage and both adjacent dwellings and wildlife will be impacted; • prevention of degradation of dark sky quality, especially from the large area of skylights, and state the mitigations to be used, in line with TAN guidance. <p>Owing to the exceptional increase in lighting impact of this development on the DNS environment, we request that SDNPA sets its requirements over every related aspect in the form of conditions on the development, to ensure that the sky quality and the wildlife environment are not impacted, including the impact of as yet unspecified external lighting systems.</p>
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Other matters

Quality and Detail of the Application: Up to fifty villagers attended the Extraordinary Parish Council meeting held on 8th February 2023 to discuss SDNP/22/05927/PA3R. Following this the Parish Council objected to the application, citing also the poor quality and inadequacy of the submission. The application SDNP/23/04050/FUL, might have been expected to provide the detail but poor quality, not as good even than most domestic

extension applications, remains. The application has not improved the clarity on the operational development and plans of the facility.

Traffic and highways access. The development will result in a significant increase in actual traffic compared with its previous agricultural use. Our comments remain the same as for SDNP/22/05927/PA3R:

- Significant concerns re vehicle access and egress to/ from the site. Bearing in mind that most visitors using the aparthotel will be strangers to our road system and maybe even to country lanes: Whites Hill is patently unsuitable due to its position at the top of a steep hill and very close to a blind bend. The recently created new access on Whaddon Lane is no less dangerous due to its position next to the school bus stop.
- Both lanes are single track with very limited scope for passing and tricky reversing, up/downhill and around blindcorners.

Development Growth. Since the application exhausts the change of use potential of the site, and that further development will only add to the issues outlined, we request that SDNPA sets the condition that no further development of the site be allowed.

Planning Committee: If SDNPA is minded to grant permission on the basis of **SDNP/23/04050/FUL** as submitted, then OPC wants to be represented at the Planning Committee review.

Cllrs Egerton and Mahmood rejoined the meeting.

b) PLANNING DECISIONS

SDNP/23/02080/LIS	Marwell Wildlife Thompsons Lane Owslebury Winchester Hampshire SO21 1JH
Proposal	Replacing the existing headframe with a new headframe and installing 2 new antennas whilst removing 2 with ancillary development thereto
Decision	Raise No Objection

The Council received and noted the planning decisions.

68/23 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 District Cllrs spoke of the meeting they attended with the management team of Boomtown; they questioned them on the noise of the event which they explained that they monitored the sound of the event for all 5 days across 9 different locations and that they are required to submit a noise report of the event. At the post event meeting the representative of Boomtown showed that there had been no breach of their license conditions. Concerns were raised on the traffic management plan when the site emptied on the Monday.

69/23 RECEIVE AN UPDATE FROM GROWS

Cllr Hurlock gave a verbal report on the recent GrOws meeting. It was advised that the village veg swap over the summer had been a success. Two weeks ago, the GrOws group had hosted a climate café in a drive to recruit more people. A Climate Café is scheduled for every 6 months.

The group are holding swishing event on 11th November. Cllr Hurlock advised that the group need an Eventbrite account to sell tickets for this event, which needs to be linked to a bank account. Cllr Hurlock asked if the Parish Council would agree to set up an Eventbrite Account to sell tickets for this event. All sales of the event would be held in the Parish Council bank account.

The Council **Resolved** unanimously to approve the Parish Council setting up an Eventbrite Account.

70/23 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 that Havant Highways had provided the Clerk with all the missing reports, so the Clerk is now able to upload all the information onto the s278 portal, to all prior to the meeting (Appendix 2).

The Clerk advised that she would upload all the information to the s278 portal by the next meeting.

b) RECEIVE A REPORT ON THE RESPONSES FOR SPEEDWATCH VOLUNTEERS

The Clerk had circulated a report on all the responses that she has received from residents wanting to volunteer to be part of SpeedWatch to all prior to the meeting (Appendix 3).

The Clerk noted that she had received responses from 6 people in the village wanting to volunteer for SpeedWatch.

There was discussion on the next steps. The Clerk advised that the Parish Council need to identify places within the village for SpeedWatch for the police to review.

Cllr Foster volunteered to identify a list of possible areas within the village and report back at the next meeting.

Action:	By Whom:
Identify SpeedWatch areas in the village	Cllr Foster

71/23 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) REVIEW THE QUOTES FOR REPLACING GLEBE FIELD GATE POST

The Clerk circulated the quotes to replace the Glebe field gate post to all prior to the meeting (Appendix 4).

There was some discussion on the gate posts and the gate, as the gate does not close correctly, and the Council decided not to replace the post but get the entire gate fixed.

The Council asked the Clerk to get quotes to fix the gate and posts so that it closes correctly.

Action:	By Whom
To fix the gate and post at the Glebe field	The Clerk

b) DECIDE IF A SMALL CHARGE SHOULD BE MADE FOR PROFIT MAKING COMPANIES OR SPORTS CLUBS USING THE GLEBE FIELD, PLAY AREA OR SPORTS GROUND

The Clerk had circulated a report on if the Council should charge profit making businesses using the Glebe field, Sports ground or play area, to all prior to the meeting (Appendix 5).

The Clerk advised that she had taken advice from HALC on this matter and is suggesting a small charge of £5 per hour to go towards the cost of the upkeep of the areas.

The Council **Resolved** unanimously to charge profit making companies £5 per hour to use the Glebe Field, Sports Ground or Play area.

72/23 RIGHTS OF WAY

a) CONSIDERATION TO BECOMING PART OF SHOOTS ALONG THE ROUTES A HAMPSHIRE COUNTRYSIDE PROJECT

The Clerk had circulated the email received from Hampshire Countryside on the Shoots Along the Routes to all prior to the meeting (Appendix 6).

The Council **Resolved** unanimously to ask for more information on Shoots along the Routes project.

Action:	By Whom:
Ask for more information on Shoots along the Routes project	The Clerk

73/23 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:

September:

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	

Receipts:

September:

Voucher	Amount (£)	Payee	
RECEIPTS			
7	20,062.50	Precept	

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

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

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

The Clerk had circulated the Annual Governance and Accountability Return and the conclusion of Audit to all prior to the meeting (Appendix 7). The external auditor has confirmed that the information in section 1 and 2 is in accordance with Proper Practices.

The Clerk advised other matters not affecting the External Auditors opinion which they draw to the attention of the authority is that the Parish Council 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.

The Clerk advised at the meeting that the Conclusion of Audit had been displayed in the noticeboard and on the website on 25 September 2023.

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

d) REVIEW THE ACTUAL BUDGET FOR THE SECOND QUARTER OF 2023/24 INCLUDING THE STATEMENT OF VARIANCE

The Clerk had circulated the actual budget for the second quarter of 2022/23 and the statement of variance all Councillors prior to the meeting (Appendix 8).

The Clerk advised that the Council was operating within budget.

The Council received and noted the actual budget for the second quarter and the statement of variance.

e) CONSIDERATION OF THE DRAFT BUDGET FOR THE FINANCIAL YEAR 2024/25

The Clerk had circulated the draft budget for the financial year 2024/25 to all Councillors prior to the meeting (Appendix 19).

There was some discussion on the budget for 2024/25 and adding some money in for the GrOws group for a heat sensing camera, which cost around £600.00 and money for 7 Jubilee trees.

The Clerk would update the budget and put it on the next agenda.

f) 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 10).

The Council **Resolved** unanimously to setting up of a staffing committee, its terms of reference and Cllrs Hurlock, Mahmood and Egerton would be on the committee.

g) CONSIDERATION OF A GRANT TO MORESTEAD CHURCH

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 11).

The Council **Resolved** unanimously to grant Morestead church £200.00.

h) CONSIDERATION OF BECOMING A MEMBER OF THE CPRE AGAIN FOR A FURTHER AT THE COST OF £36

The Council **Resolved** unanimously to become a member of the CPRE for another year at the cost of £36.

i) REVIEW AND CONSIDER THE COUNCILS RESPONSE TO WINCHESTER CITY COUNCILS CONSULTATION ON THE REVIEW OF THE LICENCE POLICY UNDER LICENCE ACT 2003

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The Clerk had circulated the consultation on the review of the licence policy under licence act 2003 to all prior to the meeting (Appendix 12).

The Council **Resolved** unanimously not to comment on Winchester City Council's consultation on the review of the licence policy under Licence Act 2003.

j) REVIEW AND APPROVE THE COMPLAINTS POLICY

The Clerk had circulated the Complaints policy to all prior to the meeting (Appendix 13).

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

k) REVIEW AND APPROVE THE EQUALITY AND DIVERSITY POLICY

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

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

74/23 TO PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE FOLLOWING ITEMS CONCERNING STAFF

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

75/23 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

All the Councillors congratulated the Clerk in passing the CiLCA qualification.

A Cllr asked for the Council to pass a resolution at the next meeting for the Council to have the General Power of Competency now the Clerk is qualified.

The Council asked for an agenda item on the Jubilee trees to be on the next agenda.

76/23 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 13 November at 7:00pm.

There being no further business the meeting closed at 8.48pm

Chairman:

Date: