

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

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

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

Also in Attendance: Members of the public were present.

91/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr John Foster, Simon Grinstead and District Cllr Bolton.

92/23 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

93/23 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 13 NOVEMBER 2023

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 13 November 2023, and the Council **Resolved**, unanimously, that they were a true record.

94/23 PUBLIC QUESTIONS AND COMMENTS

Planning:

None

Other Agenda Items:

None

95/23 PLANNING

a) PLANNING APPLICATIONS

SDNP/23/04721/HOUS	1 Morestead Hill Cottages Morestead Hill Morestead Hampshire SO21 1NB
Proposal	The creation of a swimming pool, single story changing room with an open outside kitchen area and associated landscaping Situated to the far west of the site to give privacy from the main road and respite from the main road noise of the Morestead road
Parish Council Comments	Owslebury Parish Council would like to make the following comments: There is insufficient data and description on the drainage and waste water requirements it would be expected the WCC are following up on this emission.

	We would like to suggest that a condition be applied with reference to the SDNP policy on dark skies and that the sites be fully compliant.
SDNP/23/04724/HOUS	1 Morestead Hill Cottages Morestead Hill Morestead Hampshire SO21 1NB
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Parish Council Comments	Owslebury Parish Council would like to make the following comments: There is insufficient data and description on the drainage and waste water requirements it would be expected the WCC are following up on this emission. We would like to suggest that a condition be applied with reference to the SDNP policy on dark skies and that the sites be fully compliant.

b) PLANNING DECISIONS

SDNP/23/03303/TEL	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
SDNP/22/01563/HOUS	Staggs Gate, Staggs Lane, Owslebury, Hampshire, SO21 1LY
Proposal	Dormer windows for a loft conversion
Decision	Approved
SDNP/23/02582/FUL	Flint Down, Whaddon Lane, Owslebury, Hampshire,
Proposal	Change of use of land to private equestrian; siting of field shelter with attached hay storage; small storage shed; and hardstanding.
Decision	Approved
SDNP/23/03816/PA16	Vodafone Site Marwell Zoological Park Thompsons Lane Owslebury Hampshire
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
Decision	Prior Approval Not Required

The Council received and noted the planning decisions.

96/23 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

The Clerk had circulated the District Cllrs Report to all prior to the meeting, which were received and noted (Appendix 1).

District Cllr Pett went through the report and advised the Council of all the funding available across the County.

A Cllrs asked about the CIL funding at Winchester City Council (WCC) and the South Downs National Park (SDNP). Cllr Pett advised that WCC CIL will fund projects outside of the Winchester District, but the project does need to directly affect Winchester people.

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The SDNP CIL funding is done differently, you submit a register of interest form, which needs to be completed by the end of Jan 24. They are currently looking for projects that are ready to go.

97/23 RECEIVE AN UPDATE FROM GROWS

Cllr Hurlock gave a verbal report on the recent GrOws meeting.

Cllr Hurlock advised that a couple of meetings had taken place since last month. On the 16th March 2024 GrOws have planned a repair café jointly with Upham. There are already four volunteer repairers, for computers, woodwork, electrics and sewing. Winchester Climate Action are helping. It will be on a first come first served basis. There are plans to hold a repair café every other month.

Cllr Hurlock advised that the GrOws group would like to put a recycling bin in the Parish Hall car park to put tin foil in, which would raise money for the Air Ambulance Service. The Council were supportive of this idea but asked the Clerk to check with the Parish Hall committee that they would be happy for the bin to be located in the car park.

Action	By Whom
To ask the Parish Hall committee if a recycling bin for tin foil could be put in the Hall car park	The Clerk

98/23 AGREEMENT TO THE PURCHASE OF AN EVACUATION CHAIR

The Clerk has circulated an email from the ACSO regarding purchasing an Evac chair and possible Evac chairs to purchase, to all prior to the meeting (Appendix 2).

There was some discussion on where the chair would be stored and if it would be easily accessible for the public to use.

The Council were happy to spend the money to purchase an Evacuation Chair but asked the Clerk to contact the Parish Hall committee to see if they would be happy to house the chair and contribute to the purchase of the chair and storage unit.

Action:	By Whom:
Contact the Parish Hall regarding housing and contribution to an Evacuation Chair	The Clerk

99/23 REVIEW OF THE PARISH COUNCILS ACTION PLAN 2023/24 AND PUT FORWARD IDEAS FOR NEXT YEAR'S ACTION PLAN

The Clerk had circulated the Parish Councils action plan 2023/24 to all prior to the meeting (Appendix 3).

The Clerk suggested that the Council survey the residents for their input into the Parish Councils Action Plan for 2024/25. The Council asked the Clerk to put together a survey and bring it to the next meeting to be agreed.

The Council went through the Action Plan, the following the Council wanted to keep on the Action Plan as they are on-going:

- Comment on all planning applications that fall within or impact the Parish

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- Promote Training and on-going support for the Clerk and Councillors
- Keep residents up to date with Parish Council news
- Deliver the Beech Grove pathway improvements
- Provide affordable housing within the village
- Report SLR Data quarterly
- Climate Change – GrOws Group has been set up with members of the Council and residents
- To continue towards providing a new Pavilion for the residents – the committee continues to meet
- To update the website – A new website has been built but the Council would like to continue to keep it up to date.
- To register all the small plots of land the Council own or take care of
- To recruit Path Wardens for the 60+ footpaths and bridleways in the village – The Council have 6 volunteer path wardens but would like to recruit more.
- Entrance Gates to the village – The Council would like to keep this on although this is part of the long term plan due to the expense.

The Council asked to remove the following as they had been completed:

- Resurfacing works for the play equipment in the Hilly Close playground – this was completed in October 2023
- To carryout maintenance on the benches in the Glebe field
- To start to use the sports field for summer 2023 – the Owslebury Cricket team continues to use the pitch in the summer.
- To register the Sports Field with the Land Registry – the sports field was registered in September 2023
- Update the Greenkeeping contract – the Council met with the greenkeeper in the summer to go through the schedule of works for the year.
- Kings Coronation – The Council brought mugs for all the children in the school

The Council asked the Clerk to get quote to repaint the telephone box.

Action:	By Whom:
To get quotes to sandblast and repaint the telephone box To put together a survey for the 2024/25 Action Plan	The Clerk

100/23 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 the project has been through a Design and Audit inception meeting at Hampshire Highways, to all prior to the meeting (Appendix 4).

The clerk advised that she had received notification that sufficient information has now been submitted to enable the Design Audit to commence. The Clerk advised that the Council had not been successful again for the second year running for funding from the CIL funding. The Clerk advised that she would apply again early next year when the grant opens in January 2024.

The Council asked the Clerk to ask for the schedule and when the Council would expect to see a plan from Hampshire Highways.

Action:	By Whom:
To ask for the schedule and when the Council would expect to see a plan from Hampshire Highways.	The Clerk

b) DISCUSS THE EMAIL FROM WESTGATE SCHOOL CONCERNING THE SCHOOL BUS

The Clerk had circulated the email received from Westgate School regarding the school bus to all prior to the meeting (Appendix 5).

There was some discussion on where the bus stopped when picking the children up on Morestead road as the Council had received an email from a resident showing that the bus pulled into the driveway and was mostly off the road and waited for the children to catch the bus. It was advised that the bus stops in the same place when picking and dropping the children off. It was advised that if a child misses the bus in the morning the bus will pick them up on the opposite of the road on the way back to Winchester.

The Council asked the Clerk to contact Hampshire School Passenger Transport to see if they deem this stop safe. The Council would not reply to Westgate's email until they receive a response from Hampshire.

Action:	By Whom:
To contact Hampshire Passenger Transport regarding the school bus stops	The Clerk

101/23 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) RECEIVE AN UPDATE FROM THE PAVILION AND SPORTS GROUND COMMITTEE

The Clerk had circulated a report on the recent pavilion and sports ground committee meeting to all prior to the meeting (Appendix 6).

The Clerk advised that the committee had met in November and the committee had spoken about how well the sports afternoon had gone. Over 80 people attended, and the committee would like to run it again next year.

The Clerk advised that It has been difficult to get prices for the pavilion as the prices are changing constantly and the companies will only fix the price for 90 days.

A good example of the type of pavilion that the group would like to construct is at West Wellow cricket club where they have just constructed a traditional pavilion with a veranda. The cost for this type of pavilion would be around £70K for the building and another £70K for the fixtures and fittings. The next meeting is in February.

102/23 RIGHTS OF WAY

a) GENERAL MATTERS

A Cllr advised that a resident had complained about an overgrown footpath in the village. The Clerk advised that she had contacted one of the footpath wardens and they have visited the footpath and

cut back what they could. Cllr Egerton advised that all the vegetation would be cut back in the New Year by the land owner on this footpath.

103/23 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:

November:

PAYMENTS	Amount (£)	Payee	Payment Type
98	7.00	3 Phone	DD
99	3.60	IONOS (Managed Wordpress)	DD
100	259.00	Reed Smith (Land Registry)	JC/WM
101	45.00	From Tea to You	JC/WM
102	218.25	Raven about Wood	JC/WM
103	2.40	IONOS (Hosting)	DD
104	63.85	Xmas Lights	
105	129.99	McAfee Sub Renewal	CC
106	96.48	Xmas Lights	
107	734.40	Clerks Salary Nov	
108	183.60	HMRC	
109	7.20	Clerks Expenses Nov	
110	1,053.92	Swamore (ACSO)	
111	104.81	OPHMC (Nov)	
112	30.28	Xmas Lights	
113	12.39	Xmas Lights	
114	6.99	Xmas Lights	

Receipts:

November:

RECEIPTS		
9	114.33	CCLA - Investment Interest
10	150.08	Event Brite (GrOws Swishing Event)

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

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

c) NOTE THE NEW PAY SCALES FOR 2023/24 HAVE BEEN AGREED AND WILL BE IMPLEMENTED FROM 1ST APRIL 2023, THE CLERKS SALARY HAS BEEN ADJUSTED ACCORDINGLY AND THEY WILL RECEIVE BACK PAY WITH DECEMBER 2023 SALARY PAYMENT

The Clerk had circulated the NALC pay scales letter to all prior to the meeting (Appendix 7).

The Council noted the new pay scales and that the Clerk has received their back pay in their December's salary payment.

d) AGREEMENT OF THE BUDGET FOR THE FINANCIAL YEAR 2024/25

The Clerk had circulated the budget for the financial year 2024/25 to all Councillors prior to the meeting (Appendix 8).

The Clerk went through all the earmarked reserves with the Council.

The Council **Resolved** unanimously to agree the budget and earmarked for 2024/25.

e) CONSIDERATION OF THE PRECEPT FOR 2024/25

The Clerk had circulated the precept calculations to consider for 2024/25 to all prior to the meeting (Appendix 9).

The Council **Resolved** unanimously to agree to increase the precept by 10% to £44,138 for the year 2024/25.

f) CONSIDERATION OF A GRANT OF £32 FOR WINCHESTER VILLAGES TRUST TOWARDS THEIR INSURANCE COSTS

The Clerk had circulated the letter from Winchester Villages Trust for a grant for £32 towards their insurance cost, to all prior to the meeting (Appendix 10).

The Council **Resolved** unanimously to agree to grant the Winchester Villages Trust £32 towards their insurance costs.

g) REVIEW AND APPROVE THE FILMING AND RECORDINGS OF MEETINGS HELD IN PUBLIC POLICY

The Clerk had circulated the Filming and Recording of Meetings Held in Public policy to all prior to the meeting (Appendix 11).

The Council **Resolved** unanimously to accept the changes to the Filming and Recordings of Meetings Held in Public policy and place a copy on the website.

h) REVIEW AND APPROVE THE ACCESSIBILITY SCHEME

The Clerk had circulated the Accessibility Scheme to all prior to the meeting (Appendix 12).

The Council **Resolved** unanimously to accept the changes on the Accessibility Scheme and place a copy on the website.

i) REVIEW AND APPROVE OF CHILDREN AND VULNERABLE ADULTS POLICY

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The Clerk had circulated the Children and Vulnerable Adults policy to all prior to the meeting (Appendix 13).

The Council **Resolved** unanimously to approve the changes to the Childrens and Vulnerable Adults policy and place a copy on the website.

104/23 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

Willow Farm:

The Clerk advised that a planning application had been submitted For Willow Farm which is in Colden Comon parish but the farm borders our parish. The planning application is for the demolition of a barn and for two holiday lets to be built in its place. The Clerk advised that she was only told about this application after the agenda had been set. She advised that the Parish Council would not have been sent this application as it is not in the parish.

The Clerk advised that this application would be on the January agenda to comment on as the comment date had been extended to 19th January.

Broadband:

Cllr Chapman advised that Open Reach had stopped communicating with him, therefore he had contacted the Hampshire County Council representative for Broadband.

Cllr Chapman advised that Open Reach would not tell him how many houses had taken up fibre.

Cllr Chapman advised that there was a generic problem with peoples addresses in the village as the post office has different addresses for some properties as residents have changed the name of their house and haven't updated the post office register.

The Council asked the Clerk to send out an OIS for residents to check their address and if necessary, ensure the POST Office has the correct one in its files.

Action:	By Whom:
To send an OIS out for residents to check their address and if necessary ensure the POST Office has the correct one in its files	The Clerk

Longwood Road:

The Clerk advised that Hampshire County Council would be cutting back the vegetation on Longwood road, in the near future.

105/23 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 8 January 2024 at 7:00pm.

There being no further business the meeting closed at 8:45pm

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Chairman:

Date: