

1. 2024/ 2025  
FC. 13.05.24

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH MEETING HELD ON  
13th MAY 2023  
COMMENCING AFTER THE APA IN THE OWSLEBURY PARISH HALL**

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

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

**Also in Attendance:** 3 Members of the public were present.

**1/24 ELECTION OF THE CHAIRPERSON OF THE COUNCIL AND RECEIPT OF THEIR DECLARATION OF OFFICE**

Councillor Egerton proposed Councillor Hurlock be elected as Chairperson for 2024/25; Councillor Mahmood seconded the resolution. The Council (Councillor Hurlock abstaining) **Resolved** unanimously to appoint Councillor Astrea Hurlock as Chair for 2024/25. Councillor Hurlock signed the Declaration of Acceptance of Office.

**2/24 ELECTION OF THE VICE CHAIRPERSON OF THE COUNCIL**

Councillor Egerton proposed Councillor Mahmood to be elected as Vice-Chair for 2024/25; Councillor Grinstead seconded the resolution. The Council (Councillor Mahmood abstaining) **Resolved** unanimously to appoint Councillor Mahmood as Vice-Chair for 2024/25.

**4/24 APOLOGIES FOR ABSENCE**

None

**5/24 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

None

**6/24 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 4 APRIL 2024**

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 4 April 2024, and the Council **Resolved**, unanimously, that they were a true record.

**7/23 CONSIDER APPLICATIONS FOR THE CLLR VACANCY AND APPOINTMENT OF THE CANDIDATE VIA THE CO-OPTION PROCESS**

The application form to be considered for co-option from a resident had been circulated to all Cllrs prior to the meeting.

At the meeting, the candidate was given the opportunity to introduce themselves and to answer questions from Cllrs.

It was **Resolved** by a unanimous vote to co-opt Paul Simmons as a Cllr.

After signing their Declaration of Acceptance of Office, Cllr Simmons took their place as Cllrs at the meeting.

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## **8/24 PUBLIC QUESTIONS AND COMMENTS**

### **Planning:**

None

### **Other Agenda Items:**

None

## **9/24 PLANNING**

### **a) PLANNING APPLICATIONS**

None

### **b) PLANNING DECISIONS**

The Council received and noted the planning decisions.

## **10/24 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).

Cllr Bolton advised that Malcome Wallace from the Green Party won the Hampshire County Council election the Meon Valley. He advised that all the County Councillors will be up for election in 2025.

Cllr Pett advised that there had been a small change in the South Downs Nation Parks (SDNP) which will strengthen planning. All planning applications must now be seen to strengthen the SDNP. The Cllrs are hoping that there will be some training on this change.

There was some discussion on how long the planning process takes and Cllr Pett advised that under the Section 101 the SDNP have outsourced the planning process to the local authorities in the SDNP. The local authorities are only assessed on how long it takes to validate a planning application not on how long it takes to judge a planning application.

## **11/24 SET THE DATES AND TIMES FOR THE FULL COUNCIL MEETINGS**

The Clerk had sent the proposed dates for the Council meetings, which were the first Monday of the month at 7pm except August to all prior to the meeting (Appendix 2).

The Council **Resolved**, unanimously to accept the dates and times of the Full Council meetings for 2024/25.

## **12/24 TO APPOINT PARISH COUNCIL REPRESENTATIVES FOR 2024/25**

The Council **Resolved** unanimously to adopt the guidelines for the role of parish council representatives set out in Appendix 3, agreed to the following Parish Council representative appointments, and noted appointments to the following local organisations:

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- Councillor Egerton – Parish Council representative for: Rights of Ways and Fly tipping
- Councillor Martin – Parish Council representative for: Transport/ Highways
- Councillor Foster – Parish Council representative for: Planning and Transport/ Highways
- Councillor Hurlock – Parish Council representative for: HALC, Southern Parishes, Winchester District Association
- Councillor Grinstead – Parish Representative for: School and the Playground
- Councillor Mahmood – Parish Representative for: HALC and Southern Parishes and Winchester District Association
- Cllr Simmons – Parish Representative for Broadband

### **13/24 RECEIVE A REPORT FROM THE RECENT GROWS MEETING**

Cllr Hurlock gave verbal update on the recent GROWS meeting. Cllr Hurlock advised that the climate café was well attended. There are new things in the pipeline such as a community garden at the bottom of the Glebe Field.

GrOws would like more people to get involved and the group are trying to find ways to spread the word and how to publicise themselves more.

### **14/24 HIGHWAYS**

#### **a) TRAFFIC MANAGEMENT**

Cllr Foster advised that he had downloaded the data from the SID today and would report this to the Council at the next meeting. This data included the total number of cars coming through the village at the SID sites.

Cllr Foster advised that he now hopes to have enough data to make a comparison between from pre COVID levels and now. He believes that he is beginning to see more traffic and speeding in the village.

Once speed watch is up and running with the data from the SID the council will be able to target certain areas of the village.

### **15/24 OPEN SPACES, RECREATION AND PLAYGROUNDS**

#### **a) RECEIVE AND NOTE THE PLAY AREA INSPECTION**

The Clerk had circulated the Play area inspection to all prior to the meeting (Appendix 4).

The Council received and noted the report.

The Clerk advised that the gate had not been closed properly when the grass had been cut and the children were swinging on the gate. The Clerk had notified the Greenkeeper and they would be locking the gate as soon as possible.

The ACSO advised that the hole in the fence had not been reopened and a hedge had been put in the hole from the residents side.

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The Clerk advised that she had received complaints regarding the litter in the playground and she would send an OIS out to ask residents to pick up after themselves.

Action:	By Whom:
To send out an OIS on littering in the playground	The Clerk

**b) AGREEMENT ON RESURFACING THE ROAD INTO THE SPORTS FIELD**

The Clerk had circulated a report on the need to resurface the road leading into the sports field to all prior to the meeting (Appendix 5).

The Council **Resolved** unanimously to spend up to £200.00 on resurfacing the road using scalping's.

**c) AGREEMENT TO PURCHASE A NEW NOTICEBOARD ON THE MORESTEAD ROAD**

The Clerk had circulated a report on replacing the notice board at Morestead Road as it had rotted to all prior to the meeting (Appendix 5).

There was some discussion on this and how many people use the notice board and the Cllrs felt that it was not used enough by the residents.

The Council **Resolved** unanimously not to replace the notice board.

**16/24 RIGHTS OF WAY**

**a) CONSIDERATION OF ANY GENERAL MATTERS**

A Cllr advised that they had been contacted to replace a stile with a kissing gate. The Clerk advised that they should contact Hampshire Countryside.

**17/24 AGREEMENT ON THE LENGTHSMAN HOURS FOR 2024/25**

The Clerk had circulated a report on what hours and the cost of the Lengthsman for 2024/25 to all prior to the meeting (Appendix 6).

The Council **Resolved** unanimously to have 3 visits a year for 10 hours.

**18/24 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS**

**a) TO AUTHORISE THE LIST OF PAYMENTS AND APPOINTMENT OF TWO COUNCILLORS TO FINISH THE PAYMENT PROCESS**

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

**Payments:**

PAYMENTS	Amount (£)	Payee	Payment Type
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1	7.31	3 Phone	DD
2	336.00	HALC - Subs for 2024/25	
3	3.60	IONOS - Webhosting	DD
4	316.00	Mens Shed - Telephone Box	
5	332.00	Raven about Wood - Notice Board	
6	195.00	WCC - Dog Bins	
7	6.00	IONOS - Webhosting Basic Fee	DD
8	158.64	Phil Space - Toilet	WM/YM
9	571.38	Clear Councils - Insurance	
10	1,127.61	Swanmore - ACSO	
11	55.80	OPHMC - April Meetings	
12	504.00	Clerks Salary - April	
13	126.00	HMRC	
14	285.00	John Murray - Internal Audit	

**Receipts:**

Voucher	Amount (£)	Payee
<b>RECEIPTS</b>		
1	766.00	Waste Prevention Grant for GrOws
2	22,069.00	Precept
3	111.13	CCLA Interest
4	2,000.00	Boomtown Grant
5	50.00	Cycle Race

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

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

**c) AGREEMENT ON A GRANT FOR THE MENS SHED FOR THEIR WORK ON THE TELEPHONE BOX**

The Clerk advised that the Mens Shed had only charged for the cost of materials for the repainting of the Telephone Box and no labour charges. The Mens Shed ask for a donation towards the labour costs.

The Council **Resolved** unanimously to grant the Mens Shed £200.00 towards the labour costs of repainting the telephone box.

**d) RECEIVE AND APPROVE THE STANDING ORDERS FOR 2024/25**

The Clerk had circulated the Standing Orders to all prior to the meeting (Appendix 7).

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

**e) RECEIVE AND APPROVE THE FINANCIAL REGULATIONS FOR 2024/25**

The Clerk had circulated the Financial Regulations to all prior to the meeting (Appendix 8).

The Council **Resolved** unanimously to approve the changes and to keep the meetings to last for up to 3 hours and seek formal tenders of the Financial Regulations and place a copy on the website.

**f) RECEIVE AND APPROVE THE FIXED ASSET REGISTER FOR 2024/25**

The Clerk had circulated the Fixed Asset Register to all prior to the meeting (Appendix 9).

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

**g) RECEIVE AND NOTE THE INTERNAL AUDITORS REPORT FROM THE YEAR 2023/24**

The Clerk had circulated the Internal Auditors report for the year 2023/24 to all prior to the meeting (Appendix 10).

The Clerk advised that the Internal Auditor advised that the Council should go into a private session when choosing a contractor.

The Council received and noted the Internal Auditors report. The Council asked the Clerk for the Internal Auditor to put into writing going into a private session when choosing a contractor for any works done in the village.

Action	By Whom
To ask the Internal Auditor to put into writing going into a private session when choosing a contractor	The Clerk

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

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

**i) APPROVE SECTION 1 OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS BEHALF**

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk. The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR

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

**j) TO APPROVE SECTION 2 'ACCOUNTING STATEMENTS 2023/24 OF THE ANNUAL GOVERNANCE ACCOUNTING RETURN 2023/24 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS' BEHALF**

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

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**k) CONFIRM THE ARRANGEMENTS FOR INSURANCE COVER**

The Clerk had circulated the insurance renewal letter and policy schedule for 2024/25 to all prior to the meeting (Appendix 11).

The Clerk advised that the Council had Resolved unanimously to appoint Aviva for the 3-year term in the May 2022 meeting. The cost of the insurance for 2024/25 will be £571.38 for the year. The Clerk advised that she had reviewed the schedule and was happy that the insurance would be adequate for the Council.

The Council agreed for the payment of £571.38 to be paid for the insurance for the year.

**19/24 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** unanimously to exclude members of the public and press from the meeting.

**20/24 TO RECEIVE A REPORT ON THE CLERKS APPRAISAL**

The Council discussed the Clerks appraisal.

The Council **Resolved** unanimously to increase the Clerks salary by 1 point on the NALC payscales.

**21/24 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING**

None

**22/24 TO NOTE THE DATE OF THE NEXT COUNCIL MEETING**

The next Council meeting will be held on Monday 10<sup>th</sup> June at 7pm.

There being no further business the meeting closed at 9.07pm

Chairman:

Date: