

30. 2023/ 2024

FC. 14.10.24

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
14th October 2024
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

Present: Parish Councillor Astrea Hurlock (in the Chair).
Parish Councillors Guy Baldwin, John Foster, Yassir Mahmood, and Paul Simmons.

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

Also in Attendance: 6 members of the public were present.

67/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Mark Egerton, Will Martin and Jerry Pett

68/24 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

69/24 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 9 SEPTEMBER 2024

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 9 September 2024, and the Council **Resolved**, unanimously, that they were a true record.

70/24 CONSIDERATION OF APPLICATIONS FOR THE COUNCILLOR VACANCY AND APPOINTMENT OF A CANDIDATE VIA THE CO-OPTION POLICY

The application form to be considered for co-option from one 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 Guy Baldwin as a Cllr.

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

71/24 PUBLIC QUESTIONS AND COMMENTS

Planning:

3 Yew Tree Cottages:

The Clerk read out a statement from a resident regarding this application as they were unable to attend the meeting regarding the lack of information in the drawings in the application, they have since had clarification on this and will be supporting the application.

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Stoney Croft:

The Clerk read out a statement from the applicant as they were unable to attend the meeting. The application is to replace an existing annexe building, moving the footprint by approx. 4 meters and improving the structure quality to oak. All materials and style are considerate to the local area, despite not being visible from the road. We are a multi-generational household, and the updated structure will be a residence for my ageing parents. All facilities are shared with the main house and it will continue to function as ancillary space.

Other Agenda Items:

Rights of Way

A resident advised that one of the bridleways was blocked and many of the other bridleways were difficult to pass due to over hanging branches. The resident advised that many horse riders were going out with loppers to cut back the vegetation.

The Clerk asked if this had been reported to Hampshire Countryside and the resident advised that it had been. The Clerk advised the best course of action is to report to Hampshire Countryside. The Clerk asked if the resident would like to become a path warden.

The ACSO advised that he would walk the footpath and would see what could be cut back in his capacity of path warden.

The Chair advised that the Council would be putting £5,000.00 in next years budget for rights of way.

72/24 PLANNING

a) PLANNING APPLICATIONS

SDNP/24/03636/CND	Dell Croft , Hensting Lane, Owslebury, Hampshire, SO21 1LE
Proposal	Removal of condition 5 of planning application 00/00831/FUL
PC Comment	No Comment

SDNP/24/03811/HOUS	3 Yew Tree Cottages , Whites Hill, Owslebury, Hampshire, SO21 1LT
Proposal	Installation of an Air Source Heat Pump.
PC Comment	No Comment

SDNP/24/04089/HOUS	Stoneycroft, Hensting Lane, Owslebury, Hampshire, SO21 1LE
Proposal	For the demolition of an existing detached timber annexe and the construction of a replacement detached oak framed annexe
PC Comment	No Comment

b) PLANNING DECISIONS

SDNP/24/03820/DCOND	Marwell Activity Centre Hurst Lane Owslebury Hampshire SO21 1EZ
Proposal	Discharge of conditions 24 (Archaeology) and 25 (Archaeology) for SDNP/19/06161/FUL.
Decision	Split Decision

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SDNP/24/03186/DCOND	Moris Farm Hurst Lane Owslebury Hampshire SO21 1JQ
Proposal	Discharge of Condition 4 (External Materials), 5 (External Lighting), 6 (Foul & Surface Water Drainage) and 10 (Water Calculator & Nutrients) for SDNP/21/05506/FUL.
Decision	Approved

SDNP/24/02839/FUL	Marwell Wildlife Thompsons Lane Owslebury Hampshire SO21 1JH
Proposal	Erection of 2 permanent guest weather covers - site 1 Okapi wc block (10m by 15m), site 2 Fur, feather and scales (6m by 15m)
Decision	Approved

SDNP/24/02641/FUL	1 Morestead Hill Morestead Hill Morestead Hampshire SO21 1NB
Proposal	Variation to the planning application SDNP/21/02599/FUL To change carport/storage to annex for dependant relatives
Decision	Approved

SDNP/20/03593/DCOND	1 Morestead Hill Cottages Morestead Hill Morestead SO21 1NB
Proposal	Discharge of conditions 7, 8, 10 and 11 of application SDNP/19/02571/HOUS.
Decision	Finally Disposed Of

The Council received and noted the planning decisions.

73/24 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

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

District Councillor Bolton advised that Hampshire County Council (HCC) had made a decision from the Future Services Review to keep open the Alresford and Bishops Waltham tips.

District Councillor Bolton advised that the Air Quality Consultation is now open until 27/10/24. This consultation is looking at the wider district and not just Winchester. It will not look at air quality as the equipment is too expensive.

74/24 RECEIVE AN UPDATE FROM GROWS

Cllr Simmons gave a verbal update on GrOws. Cllr Simmons advised that there is now Aluminium recycling available in the village, there is a bin in the parish hall and a wheely bin at the church. All

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the proceeds are going to the Hampshire Air Ambulance Service. This also helps the church reach the Eco Church Silver status.

The Bat walk was well received and the community pub garden has started and most of the beds are allocated. GrOws are looking for funding for the community garden at the next meeting.

The next repair café is Saturday 19th October, the swishing event is scheduled for the 9th November and a Climate Café is booked in for November. GrOws have asked Hampshire to come to the next meeting to talk about the pollinator pledge. The Parish Council have purchased a heat sensing camera for the group which the residents can hire out.

Cllr Simmons advised that the website needed to be updated will all the events coming up. Cllr Hurlock and the Clerk volunteers to help with this.

75/24 REVIEW THE EMERGENCY PLAN

The Clerk had circulated a report on the Emergency Plan, which included the new Hampshire County Council template to all prior to the meeting (Appendix 2).

The Council asked the Clerk to send through the existing emergency plan to them. There was some discussion on who would be best placed to update the plan. The Clerk suggested a small working group which would include a Councillor and representatives from the local groups and any residents wishing to help.

The Council asked the Clerk to put out an OIS to ask for volunteers to be part of this group.

Action:	By Whom:
Put out OIS for volunteers for Emergency Plan group	The Clerk

76/24 HIGHWAYS

a) RECEIVE AN UPDATE ON THE BEECH GROVE PATHWAY IMPROVEMENTS

The Clerk circulated a report on the Beech Grove pathway improvements to all prior to the meeting (Appendix 3).

The Clerk advised that she had been in contact with a solicitor to see if the Council could buy the land and turn it into a permissive by way. The Clerk had not received a response in time for the meeting.

The Clerk advised that the Council had not been successful in the SDNP CIL grant and asked if the Council wished to apply again this year. The Council asked the Clerk to see if there were any other streams of funding for this project and a decision can be made when the Council have had a response from the solicitors.

Action:	By Whom:
To see if there are other streams of funding for the Beech Grove improvements	The Clerk

b) RECEIVE A REPORT ON TRAFFIC CALMING IN THE VILLAGE

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The Clerk circulated a report on the Beech Grove pathway improvements to all prior to the meeting (Appendix 4).

Cllr Foster advised that he had moved the SID device recently and would report back to the Council at the next meeting.

The Clerk advised that the first Speedwatch was scheduled for the 24th October and the police would be in attendance.

77/24 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) APPROVE THE SHOP SURVEY

The Clerk had circulated the draft shop survey to all prior to the meeting (Appendix 5).

The Council **Resolved** unanimously to approve the shop survey and to put it on the website, send it out via OIS, on the Facebook page and in the Newsletter.

b) RECEIVE A REPORT ON UPDATING THE PLAY AREA EQUIPMENT

The Clerk circulated a report on updating the play area, which included all the Cllrs visiting the play area and working with the school and local residents, to all prior to the meeting (Appendix 6).

The Clerk advised that there was £10,000.00 in the earmarked reserves for new play area equipment. The Council advised that the main feedback they receive regarding the play area is that most of the equipment is similar for the same age. The Council asked the Clerk to create a survey for the residents and the school to approve at the next meeting.

Action:	By Whom:
Play area survey	The Clerk

c) RECEIVE AND NOTE THE PLAY AREA INSPECTION

The Council received and noted the play area inspection. The Clerk advised that she had a quote of £450.00 for all the repairs and £500.00 to clean the equipment.

The Council asked the Clerk for 2 more quotes for the repairs on the play area to bring to the next meeting.

Action:	By Whom:
To get 2 quotes for the repairs and cleaning of the play area	The Clerk

78/24 RIGHTS OF WAY

a) RECEIVE A REPORT ON RED LANE

The Clerk circulated a report on Red Lane which included the byway being resurfaced without permission, to all prior to the meeting (Appendix 7).

The ACSO gave a verbal report on Red Lane. He advised that the Clerk had received emails from several residents regarding the Red Lane restricted Byway. He reported that the Byway had been widened over the summer and resurfaced without the permission of Hampshire Countryside. This has been reported to Hampshire Countryside who are investigating. A 6ft fence has been erected around the land, and caravans are on site, these have been reported to Winchester City Council planning enforcement department. The Clerk advised that planning permission is not needed to erect a fence around a property as long as it is not more than 6ft high.

The ACSO has closed the barrier at the bottom of the byway and locked it.

b) RECEIVE A REPORT ON RESURFACING WATER LANE

The Clerk circulated a report on resurfacing Water Lane, which included that the grant funding has closed for the year to all prior to the meeting (Appendix 8).

The Clerk advised that the HCC funding had closed for the year. The Council asked the Clerk to investigate other grant funding streams for the resurfacing of Water Lane.

The Council asked the Clerk to get 3 quotes for the re-surfacing of Water Lane now so that it could be completed as soon as possible in the next financial year.

Action:	By Whom:
To find other funding for the resurfacing of Water Lane	The Clerk
To get 3 quotes to resurface Water Lane	

79/43 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 Mahmood and Councillor Martin to finish the payment process.

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
73	440.00	Grant to OMCA for Jubilee Trees	
74	250.00	Grant to CAB	
75	7.31	3 Phone	DD
76	252.00	LBDO - Audit	
77	3.60	IONOS - Web Hosting	DD
78	2.99	Amazon - Clipboard	CC
79	39.75	Amazon - Speedwatch High Viz Jackets	CC
80	6.15	Amazon - Counter	CC
81	5.59	Amazon - Pens	CC
82	166.49	Amazon - Speed Gun	CC
83	117.60	HALC- Training	
84	6.00	IONOS - Wordpress Hosting	DD
85	13.39	Amazon - Batteries	CC
86	17.99	Amazon - Paper	CC
87	10.80	Stamps	CC
88	1,134.36	Swanmore - ACSO	
89	228.00	St Johns Ambulance	
90	512.60	Clerks Salary - September	
91	128.20	HMRC	
92	57.25	Clerks Expenses - September	
93	16.88	Amazon - Insurance for Speed Gun	CC
94	22.76	OPHMC - September	

Receipts:

Voucher	Amount (£)	Payee	
RECEIPTS			
20	0.40	CashBack Credit - Credit Card	
21	22,069.00	Precept	
22	268.51	Open Space Grant	
23	27.50	Kettle Craze - Sep	
24	106.96	CCLA Interest	

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 9). The external auditor has confirmed that the information in section 1 and 2 is in accordance with Proper Practices.

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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 did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer, No, Governance statement to Assertion 4 of the Annual for 2 024125 and ensure that it makes proper provision for the exercise of public rights during 25/26.

The Clerk advised at the meeting that the Conclusion of Audit had been displayed in the noticeboard and on the website on 19 September 2024.

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 2024/25 INCLUDING THE STATEMENT OF VARIANCE

The Clerk had circulated the actual budget for the second quarter of 2024/25 and the statement of variance all Councillors prior to the meeting (Appendix 9).

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 2025/26

The Clerk had circulated the draft budget for the financial year 2025/26 to all Councillors prior to the meeting (Appendix 10).

The Council asked the Clerk to add £1,000.00 to the GrOws budget and the Clerk advised that she had added £300.00 to the budget for the printing of the Newsletter, £150.00 for the Defibrillator, added £300.00 to the website if the Council decide to get a .gov.uk domain, £5,000.00 for Rights of Ways and £1,500.00 for a portable toilet for the year.

The Clerk noted that the Council still held £248.00 in the ring-fenced reserves for War memorials. The Clerk suggested that the Council use it to buy an Unknown Tommy Statue at the cost of £175.00.

The Council **Resolved** unanimously to buy an Unknown Tommy Statue and use the rest of the money to clean the WWI memorial.

f) APPROVAL OF SETTING UP A .GOV.UK DOMAIN NAME AND EMAIL ADDRESSES

The Clerk had circulated a report on setting up a .gov.uk domain name and email addresses, to all prior to the meeting (Appendix 11).

The Clerk advised that that in the JPAG Practitioners guide in 2024, it states that all councils are advised to use a .gov.uk domain for their websites and email communication (5.210). Although this is not mandatory it is seen as good practice. The Clerk advised that she attended a session set up by

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the Parish Council Domains Helper Service explaining how this can be achieved and the benefits of having a .gov.uk domain name.

The Council asked the Clerk to get 3 quotes to set up a .gov.uk domain name and email address.

Action	By Whom:
To get 3 quotes for a .gov.uk domain name and email addresses	The Clerk

g) CONSIDERATION AND AGREEMENT OF THE COUNCILS RESPONSE ON THE REVIEW OF PREMISES LICENCE FOR BOOMTOWN FAIR

The Clerk had circulated the review of Premises Licence for the Boomtown Fair, to all prior to the meeting (Appendix 12).

The Council **Resolved** unanimously not to comment on the Review of Premises Licence for Boomtown Fair.

h) 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.

i) 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 the Equality and Diversity policy and place a copy on the website.

j) REVIEW AND APPROVE THE DOCUMENT AND RETENTION POLICY

The Clerk had circulated the Document and Retention policy to all prior to the meeting (Appendix 15).

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

80/24 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 QUOTATIONS

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

81/24 REVIEW THE QUOTES FOR PAINTING THE SWINGS IN THE PLAY AREA AND AGREE TO A CONTRACTOR

The Council **Resolved** unanimously to carry out the painting of the swings from company 1.

82/24 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

ASCO Report

The ASCO advised that he had, had a successful outcome on some fly tipping in the village that resulted in a prosecution. The ASCO advised that he had been working with the Clerk and a local resident in getting the barrier at Red Lane closed and locked. The ASCO advised that the current PSCO is moving on and will be replaced by a countryside officers. The ASCO does not know who this will be yet.

The ASCO asked if he could approach the Bishops Waltham Mens shed to repaint the benches in the sports field and Glebe field. They are charging £100.00 per bench and report back at the next meeting.

The Council **Resolved** unanimously that the ASCO could approach the BW Mens Shed to see if they would repaint the benches in the sports field and Glebe fiels.

The ASCO advised that 2 vans were currently parked up in the sports ground car park and 2 people were living in the vans. He had spoken to both people and was keeping an eye on them both. He did note that since the vans had been in the car park anti-social behaviour in the sports ground had decreased.

There was some discussion on where the Council stand if anything happened to these people, and it was suggested that signs should be put up in the car park regarding people parking cars there and the Council asked the Clerk to find out what other Councils had put in their car parks

The Council would like to thank Gary for all his hard work over the year and for the successful fly tipping result.

Action:	By Whom:
To research other councils' signs in their car parks	The Clerk

Hazeley Group

The Clerk advised that she had been made aware of the Hazeley group carrying out a consultation on the redevelopment of the land off Whites Hill the day before the consultation in the parish hall by a resident, she advised that she had not been contacted by the Hazeley group.

The Council asked the Clerk to contact the Hazeley group and ask why the Parish Council was not contacted and to share the pictures and documents with the Council.

Two Councillors were able to attend the consultation and advised the council that the Hazeley Group were planning to redevelop the 6 existing units using the same footprint. They will be Class E commercial units. They are planning to develop 1 big house and 1 affordable home. They will be using some of the land as biodiversity net gain land and some allotments.

There was no highway report, and the Council felt that traffic would be an issue for the development.

Winchester Village Trust

Cllr Simmons asked the Clerk to put an agenda item on the next agenda to agree for him to be the new trustee for the Winchester Village Trust.

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83/24 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 11 November at 7:00pm.

There being no further business the meeting closed at 9.15pm

Chairman:

Date:

DRAFT