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## **WINCHESTER CITY COUNCIL – UPPER MEON VALLEY WARD**

**Updated, Parish update for Sept 2025**

### **Devolution and Local Government Reorganisation update.**

The initial public consultations on Hampshire County Council and East Hampshire District Council's preferred reorganisation options has now closed as of the 17<sup>th</sup> August and likewise, the 3 proposals put forward by a group consisting of Winchester City Council along with 13 other district councils and the existing unitary authorities closed on the 27<sup>th</sup> July. These consultations will inform the final proposals to be submitted to government this autumn, and residents will be consulted again on the chosen model before it is implemented. Interestingly, the government has previously asserted that the merger of 21 areas into single authorities would save a significant amount of money. This week the BBC reported that the government based its cost estimates on a 2020 report by the County Council Network (CCN) and PwC that said that £2.9bn could be saved over five years if all two-tier areas were replaced by single authorities. The CCN in an updated analysis this year have said that the reorganisation could cost £850m over five years based on a minimum unitary population of 300,000 in all 21 two-tier areas.

Clearly, the government will face considerable financial pressure to create new councils of the right size to achieve efficiencies, improve capacity and withstand financial shocks. Given this analysis there will be increased pressure to form 'Mega Councils' of greater than 500,000 unitary populations.

### **Nutrient Neutrality**

Recent casework has drawn our attention to just how thorny the issue of nutrient neutrality mitigation can be.

Natural England along with Defra and DLUHC as it was then, issued guidelines back in '22, updated in '23 and '24, regarding requirements to mitigate certain nutrient pollution in designated 'Habitats Sites' such as the Solent catchment area in particular, and the chalk streams such as the Itchen and the Meon rivers in our ward.

In particular, mitigation of Nitrates in the Meon catchment and both Phosphates and Nitrates in the Itchen catchment, is required for any development that increases levels of nutrients that could contribute to increased plant and algal blooms that then starve the waters of oxygen and lead to habitat loss. The sources of excess nutrients are largely from industrial and agricultural sources, approx. 80%, and sewage treatment works and septic tanks approx. 20%.

Any new development must therefore ensure that action is taken to prevent nutrient pollution impacting the site, or that offsite nutrient reduction measures are taken to offset this affecting the site overall. These offsite measures such as the creation of new wetlands, woodlands or grasslands etc. or even improvements to existing sewage treatment works within the catchment area, have in some cases been packaged into products and then traded are known as Nitrate or Phosphate credits.

The requirements of the regulations are for the relevant LPA (in this case the SDNPA) to ensure that the mitigation can be delivered in perpetuity. This is taken by the SDNPA to be 125 years in the case of residential uses. Any mitigation must be subject to a monitoring regime for the whole 125 year period and on a full cost recovery basis the SDNPA have recently quoted £28,000 to cover the costs. In addition to this there would be legal expenses associated with the S106 order required to document the agreement between the developer and the SDNPA.

As your ward councillors we are lobbying the relevant LPA for a more pragmatic and cost-effective approach particularly on smaller developments. The SDNPA are aware of this issue and are keen to see if there are ways of reducing these costs, but as it stands the quoted costs are reflective of the expense that they would be bound to incur over that period. At the moment, the more cost-effective solution for applicants is to purchase nutrients credits to offset their scheme, and this is also a common solution for developments in Winchester and all the other affected LPAs outside of the SDNP. This is more straightforward in the Meon catchment as it is only nitrate credits that need to be purchased rather than phosphate credits, which are more difficult to secure and are also more expensive. Nitrates credits do still cost a lot of money, but this would be less than the cost of on-site mitigation with its attendant monitoring costs. As the number of credits required is calculated on the nutrients output of the development, the costs are also directly proportionate to the scale of the development. Where an applicant is able to demonstrate that credits have been reserved for purchase, then there is no need for a S106 agreement, which again would reduce costs.

We can all acknowledge the benefits of on-site mitigation compared to the purchase of off-site credits, but if an applicant is (understandably) driven by the comparative costs, then they should investigate credit purchase as an option.

The attached pdf is a list of Potential nutrient mitigation schemes, courtesy of Partnership for South Hampshire

Further information can also about be found in the following link:

<https://www.southdowns.gov.uk/planning-applications/general-enquiries/nutrient-neutrality/>

Kind Regards

Jerry Pett

Neil Bolton

Winchester City Council Ward Members for Upper Meon Valley

MEETING REPORT: Community Shop Report  
DATE: 8<sup>th</sup> September 2025  
WRITTEN BY: The Clerk  
AGENDA ITEM: 58/25

The Community Shop Committee has met twice in recent months, on 17th June and 22nd July. Both meetings were very constructive and generated a great deal of positive momentum.

Following the first meeting, members of the committee visited several community shops both within and outside the local area to gather ideas and best practices. In addition, some members met with those who run the Sparsholt Village Shop, who were very generous in sharing their experience and knowledge of running a successful community shop. The committee also contacted the Plunkett Foundation for advice on the necessary steps to establish a community shop.

All of this information was shared at the July meeting, which also saw more volunteers joining the group. After discussion, the committee agreed that the old doctor's room in the Parish Hall would be the most suitable location for the shop.

At the close of the July meeting, the committee agreed to prepare a business plan to present to the Village Hall. Alongside this, members are compiling a list of essential equipment and associated costs for setting up the shop. These details will be presented at the next meeting in September.

The Committee would also like to request clarification on how much financial support the Parish Council can provide in the form of a start-up grant, to help move this project forward.

MEETING REPORT: Memorial Bench

DATE: 8<sup>th</sup> September 25

WRITTEN BY: The Clerk

AGENDA ITEM: 59/25

A resident has asked the Parish Council if they could put a memorial bench in the Glebe field for their daughter who was raised in Owslebury where she lived for some thirty years. She died in 2014, and her ashes are interred in Owslebury Churchyard

They have been looking around at benches and below is the type of bench they would like. It is a three-seater. This is only the type of bench they have seen that they like and if the Parish Council are happy with this type, then they can shop around. They would also like to add a small plaque.

As for the location of the seat they visited the glebe field and thought it would be rather nice if the seat could be at the far end facing the road.



MEETING REPORT: Defibrillators in the Village

DATE: 8<sup>th</sup> September 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 60/25

I have received the following email from OMCA:

Hi Juanita

At our recent OMCA committee meeting we discussed the purchase of extra defibrillators to be put up in the outlying areas of the village and considered that it would be best to purchase one this year and then another annually until we feel that the area is covered.

I would be grateful if you could put it to the OPC to ask them if they have a preference for which location we should choose first – we considered Hensting Lane (crossroads with Whites Hill), Baybridge, Owslebury Bottom, Morestead, Longwood and the playing field.

As we discussed, I have approached the company which has supplied the OPC with the current defibrillator which is sited at the village hall. We would ideally purchase from the same company so that they are all linked to the same registration.

Many thanks

MEETING REPORT:      Playground Report

DATE:                      8<sup>th</sup> September 2025

WRITTEN BY:              The Clerk

AGENDA ITEM:            62 (a)/25

### **New Equipment**

Recent additions to the playground include a mud kitchen, a table tennis table, and a picnic bench. Paddles and balls for the table tennis table have been supplied in a storage box for children to use. Unfortunately, some of these items have already been vandalised. The ASCO has replaced the balls.

The Wendy house is expected to be delivered by the end of September.

### **Discussion with Councillors**

Three councillors met at the park to review the equipment. It was suggested that the large green climbing frame be removed so that the table tennis table could be situated in its place. However, the table tennis table fits well in its current location by the gate, and no relocation is required.

### **Feedback from Local Children**

During the visit, councillors spoke with local children using the playground. The children explained that the green climbing frame is well used and should not be removed. They also expressed interest in the possibility of the council providing a football net in the playground.

### **Recommendations**

- Secure both the table tennis table and mud kitchen into the ground to prevent movement.
- Retain the green climbing frame, as it is valued and well used by local children.
- Consider the installation of a football net in response to requests from the local children.

MEETING REPORT: South Downs Active Travel Plan

DATE: 8<sup>th</sup> September 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 63(b)/25

I received the following email on the South Downs Active Travel Plan:

Hi Juanita,

I am currently developing an Active Travel Network Plan (ATNP) for the South Downs National Park.

Recognising Winchester as a gateway settlement, we are beginning to map aspirational walking and cycling routes that would strengthen connections into the National Park. Shawford, Twyford, and Owslebury have emerged as key satellite communities, and we are keen to include a potential route to Owslebury within the plan. These aspirational routes will be evaluated and prioritised for funding using a multi-criteria framework that considers alignment with strategic focus areas, our active travel design principles, and broader factors such as deliverability, value for money, and risk management.

The ATNP is scheduled for formal adoption by members in the autumn. In line with national guidance and recognising staffing constraints within both the SDNPA and our Local Highway Authority partners, we are committed to empowering parish councils and community groups to lead on smaller-scale projects. We encourage them to act as project managers for locally viable schemes — securing necessary permissions, commissioning technical consultants (e.g. for feasibility studies or detailed design), and liaising with residents.

We will support these efforts by providing technical standards, assisting with funding applications (e.g. CIL or grants), and incorporating their proposals into the wider ATNP.

We are also exploring funding opportunities through housing allocations identified in the South Downs Local Plan, alongside national funding streams such as Active Travel England. I've had constructive discussions with Twyford Parish Council and with Councillor Liam Bailey Morgan of Winchester City Council, who represents Colden Common and Twyford. They have expressed strong interest in facilitating a dedicated active travel route for their communities.

I would be grateful if you could get back to me with any aspirational route ideas about how you would want to improve walking and cycling in the parish, and how a route from Owslebury to Twyford, or Owslebury to Winchester could work.

I look forward to continuing the conversation.

Kind regards,



Owslebury Parish Council  
2025/26

PAYMENTS	Amount (£)	Payee	Payment Type
53	883.77	Swanmore PC	YM/PS
54	350.00	S Comley - Grass Cutting June	YM/PS
55	7.63	3 Phone	DD
56	27.99	Amazon - Desk Chair	CC
57	88.00	Sentry - Storage	CC
58	195.00	Dog Bin Quarter 1	
59	4.25	Bank Charges	DD
60	47.00	ICO	DD
61	1,025.39	Cornilleau - Table Tennis Table	YM/PS
62	6.00	IONOS - Basic Fee	DD
63	135.78	Phil Space - Toilet	
64	336.00	Plastic Furniture - Mud Kitchen	YM/PS
65	532.80	Clerk Salary	SO
66	133.20	HMRC - Tax	
67	37.35	HMRC - NIC	
68	6.75	Clerk Expenses - July	
69	3.60	IONOS - Managed Word Press	DD
70	135.15	OPHMC - Meeting Expense	
71	1,139.19	Swanmore PC	
72	1,266.00	BNBB Recycled Furniture - Picnic Bench	
73	150.00	SLCC -Membership	
74	83.00	Sentry Storage	
75	180.00	S Comley - Grass Cutting July	
76	310.00	S Comley - Hedge Cutting	

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
12	0.07	Cashback Credit Card	
13	158.16	CCLA Interest	
14	100.00	Scottish Energy	
15	15.00	Glebe Field Invoice 18	
16	348.78	Repair Café Donations	
17	50.00	Donation for Glebe Field	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/07/2025

<b>CASH BOOK BALANCE</b>		£	£
Balances 1st April 2025			62,981.59
income			26,671.87
expenses			-41,223.25
<b>CASH BOOK BALANCE</b>			<b>48,430.21</b>
add o/s payment			4,769.84
less o/s receipts			0.00
Control total			<b>53,200.05</b>
<b>BANK STATEMENTS</b>			
Treasurers account	53,200.05		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			<b>53,200.05</b>
Difference			<b>-0.00</b>

2. SHORT TERM DEPOSIT

CCLA	45,000.00
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<b>3. TOTAL OF BANK AND SHORT TERM DEPOSITS</b>	<b>93,430.21</b>
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Owslebury Parish Council  
2025/26

PAYMENTS	Amount (£)	Payee	Payment Type
77	7.63	3 Phone	DD
78	96.00	Askimet	CC
79	15.59	IONOS - Domain/ Manged Word Press	DD
80	56.95	Key Tech Solutions Ltd	YM/PS
81	4.25	Bank Charges	DD
82	-298.27	Repair Café CREDIT NOTE	
83	165.75	Repair Café - New Invoice	
84	6.00	IONOS Basic Fee	DD
85	100.00	Owslebury Newsletter	
86	135.78	Phil Space - Toilet	
87	378.00	BDO - Auditors	
88	83.00	Sentry Storage	
89	1,287.84	Swanmore PC	
90	6.80	Stamps	CC
91	617.60	Clerks Salary	
92	207.65	HMRC	
93	6.75	Clerks Expenses	
94	59.00	HALC - NALC Levy	

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
18	0.58	Cashback Credit Card	
19	161.57	CCLA Interest	
20	25.00	Glebe Field - Invoice 19	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/08/2025

<b>CASH BOOK BALANCE</b>		£	£
	Balances 1st April 2025		62,981.59
	income		26,859.02
	expenses		-44,159.57
<b>CASH BOOK BALANCE</b>			<b>45,681.04</b>
	add o/s payment		2,859.53
	less o/s receipts		-25.00
	Control total		<b>48,515.57</b>
<b>BANK STATEMENTS</b>			
	Treasurers account	48,515.57	
	Business 30 Day notice	0.00	
	Business Instant access	0.00	
	Per bank statements		48,515.57
	Difference		<b>-0.00</b>

2. SHORT TERM DEPOSIT

CCLA	45,000.00
------	-----------

<b>3. TOTAL OF BANK AND SHORT TERM DEPOSITS</b>	<b>90,681.04</b>
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SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES		
<b>Ring fenced</b>		
Xmas lights (public funding)	1,481.08	
Xmas lights (private funding)	0.00	
Community bus (private funding)	61.15	
Playground fund raising	5.27	
Lengthsman	0.00	
WW1 & DD Day events	239.64	
CIL Money	0.00	
GrOws	804.64	
Total ring fenced	2,591.78	
<b>Ear marked</b>		
Play Area Equipment	7,000.00	
Bench for Playground	1,000.00	Use some of this money for WW2 memorial bench?
Pavilion	22,247.30	
Beech Grove	14,900.00	
Community Shop	5,000.00	Add?
Entrance Gates	5,000.00	Add?
Sports Club - Football Nets	2,000.00	Add?
Total ear marked	57,147.30	
General reserve	33,346.92	
<b>Total reserves</b>	93,086.00	

## **Local Government Pay Claim 2025/26**

The SLCC have been informed that the trade unions have now accepted the pay negotiations for 2025/26. Whereas the pay offer was for 3.2% on scale points 2 – 43, it is normal that this also be applied to all scale points up to 62.

The trade unions will work with the employers on a review of the NJC pay spine as a priority given the impact of the National Living Wage. They have also proposed that work on the 2026/27 pay claim be undertaken this autumn to prevent any delay in the implementation from 1 April 2026.

If requested by an ex-employee to do so, the employers recommend that any monies due to that employee from 1 April 2025 be paid to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Owslebury and Morestead Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the period for the exercise of public rights commenced on the same day as the announcement. We are aware the smaller authority uploaded the notice the day before but the notice was not amended to reflect this. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER NBDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:  
BDO LLP  
4870F0740A8A428

SIGNATURE REQUIRED

Date

22 August 2025/YYYY



Winchester Office  
City Offices  
Colebrook Street  
Winchester  
SO23 9LJ  
[admin@cawinchesterdistrict.org.uk](mailto:admin@cawinchesterdistrict.org.uk)

16 July 2025

Owslebury Parish Council  
PO BOX 783  
WINCHESTER  
SO23 3RD

Dear Juanita

### **Funding to train new advice volunteers**

Over 100 people contact our local advice service every week. The majority of those who come to us for help receive advice from one of our amazing trained advice volunteers, who advise people by phone, email, and in person.

Our volunteer advice teams form the backbone of our service, delivering over 12,500 hours of advice each year (worth an estimated £200k to our local charity). Our volunteers come from a range of backgrounds and include students, recent graduates, people on career breaks, and retired people. Many of our volunteers stay with us for several years – some as long as twenty!

We currently have 66 trained advice volunteers, but we need to train another 10-12 over the next twelve months to help us maintain a consistent service and allow our advisers to spend more time with the growing number of clients who come to us with multiple or complex issues.

Our next adviser training programme will start this September and will run through to January 2026. The training will consist of five half-day classroom-style sessions, alongside half a day of weekly shadowing, plus five extended online training sessions on specific topics. Once training is complete, these new volunteers will continue to be mentored by an experienced volunteer adviser and will receive ongoing support and supervision from a paid member of staff.

**It costs us approximately £11,000 to run our volunteer training programme and support these new volunteers during their first 12 months.** This includes the cost of a trainer to deliver the taught elements of the programme, room hire, training materials, volunteer travel expenses, IT & admin costs, and supervision of the new advisers by a paid staff member.

### **Why our service is important to the people of Winchester District**

We are the go-to advice charity in Winchester District - no other local charity supports so many people with such a wide variety of issues. We help people to overcome their problems and understand their rights about a range of different issues, including: benefits, employment, housing, debt, relationship disputes, immigration, consumer issues, and more.

### Who we support

Our local, free advice service is open to anyone who lives, works, or studies in Winchester District. However, it is often the most disadvantaged or those in the most vulnerable situations who use our services the most. This includes people with a disability or long-term health condition (currently over 60% of our clients), people on low incomes or out of work, single parents, older people, and those who have limited capabilities (i.e. digitally excluded, low-literacy levels, learning difficulties, non-English speaking).

### The impact of our advice

Our advice helps people to overcome the difficulties they're facing and move forward with their lives. Our advice can help someone avoid eviction from their home, enable them to feed themselves and their family, heat their homes, or gain access to the right welfare support. In many cases, our help brings about greater financial security (last year, we helped generate an additional £2 million in income for our service users), which in turn can reduce the stress and anxiety that many of our clients experience. This ultimately has a positive impact on a person's physical and mental health, which can reduce pressure on other local services (i.e., NHS, social services) and enable people to engage more fully in society.

Here's some feedback from a few of the people we have helped this year:

*"The Citizens Advice team is amazing. I don't know what I would do without them."*

*"My mental health is slowly recovering from the help I have received."*

*"It was a rare experience to meet non-judgmental yet helpful people."*

By helping us increase our adviser capacity, you'll be enabling us to help local people overcome the problems they're facing and move forward with their lives.

In the twelve months to April 2025, 15 people from Owslebury sought help from Citizens Advice with 57 advice issues. **We'd like to ask Owslebury Parish Council if they'd consider a grant of £250 to support us with training new advice volunteers.**

Thank you so much for taking the time to consider our grant request, and please don't hesitate to get in touch if you require any further information or if you'd like to visit us in Wickham or Winchester.

With very best wishes



**Dr Sue Campbell**

Chief Executive

Citizens Advice Winchester District

Morestead Church -Grant

Dear Juanita,

Over the past number of years Owslebury & Morestead Parish Council has generously made an annual grant to Morestead Church to be used towards the maintenance of the churchyard and I am writing to call upon the Council's generosity once again.

We have a small team (5 volunteers) who maintain the churchyard but most of them are over the age of 75 and so we occasionally need the help of professionals for the work we cannot do ourselves. The cost of such help continues to increase, and we very much hope that the Council will be able to make a contribution of £300 towards this and the upkeep of the churchyard in general.

Regards

Treasurer, Morestead Church





# Health and Safety Policy

Adopted by the Parish Council:

12 June 2017

Reviewed on 26 July 2021

Reviewed 28 September 2022

Reviewed 11 September 2023

Reviewed and Updated 9 September 2024

Reviewed 8 September 2025



## Health And Safety Policy Statement

Owslebury Parish Council believes that Health and Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health and Safety at Work Act 1974 and other statutory provisions listed in (4) Legislation. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Parish Council Policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities, and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Parish Council have the responsibility for implementing this policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated will be reviewed annually or as the need arises.

## Organisation (Roles & Responsibilities)

### Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date.

In doing so, they will ensure that:

- a copy of this Policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- the Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with;
- contracts of employment include compliance with statutory and company health, safety and environmental requirements;
- all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health and Safety Policy;
- no employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless ~~they he/she~~

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possesses

- such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- safe methods of work are adopted; Hi-Viz vests to be worn at all times;
- all suppliers comply with Section 6 of the Health and Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

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## **Duties and Responsibilities of all Employees and Voluntary Workers**

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health and Safety at Work Act 1974 and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions, and to co-operate with the Parish Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Parish Clerk, and recorded in the Parish Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

## **Duties and Responsibilities of all Contractors**

Contractors must comply with the following:

- Any contractors employed by Owslebury Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health and Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.
- And provide the Parish Council with a copy of their public liability insurance

## **Duties and Responsibilities to all Visitors**

Owslebury Parish Council owes a duty of care to visitors to the Parish Council controlled areas of the village. Parish Councillors will ensure, so far as is reasonably practicable, that safe access and egress is available and that areas are maintained in a safe condition.



## Arrangements

### Enforcement agency

The enforcement agency for Local Authorities is the Health and Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

### Risk Assessments

Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

### Training

Parish Councillors are responsible for ensuring that appropriate health and safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

### Accident reporting

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

### Provision and Use of Work Equipment

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

### Procurement of Materials, Equipment & Contractors

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

### Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

### Inspections & Documentation Review

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects or items for attention must be actioned immediately.

# OWSLEBURY & MORESTEAD PARISH COUNCIL



Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

The Clerk shall keep copies of all health and safety related documentation in a file labelled Health and Safety. All council members should have access and be aware of the contents.

## Legislation

The following legislation may affect Owslebury Parish Council employees, voluntary workers, visitors and contractors.

- Health and Safety Legislation:
- The Health and Safety At Work Etc. Act 1974
- The Management Of Health and Safety At Work Regulations 1999
- Provision and Use Of Work Equipment Regulations 1998
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation With Employees) Regulations 1996
- The Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (First Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment At Work Regulations 1992 (As Amended)
- Personal Protective Equipment Regulations 2002
- Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R)
- Control Of Substances Hazardous to Health Regulations 2002 (COSHH)
- Fire Precautions Act 1971
- Fire Precautions (Workplace) Regulations 1997
- Offices, Shops and Railway Premises Act 1963
- Electricity At Work Regulations 1989

This is not a definitive list; other legislation may be relevant.

This policy will be reviewed annually

Next review: September 2026.



# GRANTS AND DONATIONS POLICY (Section 137 (1) LGA 1072)

Adopted by Council on 9 September 2014

Re-confirmed on 16 August 2021

Reviewed 28 September 2022

Reviewed 11 September 2023

Reviewed 9 September 2024

Reviewed 8 September 2025

# OWSLEBURY & MORESTEAD PARISH COUNCIL



Owslebury and Morestead Parish Council has £2,000.00 in the budget for the award of grants and donations to provide support to community organisations for the year 2025/26. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not-for-profit, and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish. Grants can only be awarded by resolution of the Council, which depends on the availability of funds and the suitability of the application.

Grants requested must not be for more than £500.00 from our grants budget for any application.

Grant applications will be dealt with by the Full Council.

## Eligibility:

Unless otherwise determined by the Council:

1. Grants or donations will only be awarded to voluntary groups or charitable organisations with governance procedures acceptable to the Council. Under no circumstances will grants or donations be awarded to individuals.
2. Grants will not be awarded to regional or national organisations, unless they benefit the Owslebury and Morestead area.
3. Additional applications within a 12 month period will not normally be considered.
- 3- Grants will only be awarded to voluntary groups or charitable organisations that have a bank account

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## Conditions:

Unless otherwise agreed by the Council, the following conditions will apply to all grants and donations:

1. The grant or donation must be used for the purpose for which the application was made.
2. If the organisation/group is unable to use the grant or donation for the stated purpose, all monies must be returned to the Parish Council.
3. All awards must be properly accounted for and, if requested by the Clerk, evidence of expenditure must be provided. If the Council is not satisfied with the arrangements, the grant/donation must be refunded to the Council without undue delay.

## Applications:

Applications should be made in writing to the Clerk, giving details of the charitable organisation or voluntary group, full details of the request and how a grant or donation would benefit local residents, and confirming acceptance of the above grant or donation conditions.

Applications will be considered at the next meeting after the application has been received.

## Successful applications:

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council.

The Parish Council may request proof of expenditure and reserve the right to call for accounts from specific organisations requesting a grant. The Parish Council may request a report from the applicant on the benefits achieved as a result of the grant.

Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

# OWSLEBURY & MORESTEAD PARISH COUNCIL



Recognition of the grant from Owslebury and Morestead Parish Council must be made in any publicity.

## **Aims of the Councils Grant Policy**

Owslebury and Morestead Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of Owslebury and Morestead to the services it provides and funds.
- To improve or enhance the local environment.
- To give local people a role in spending Parish funds and achieving value for money.



# OWSLEBURY & MORESTEAD PARISH COUNCIL



## Grant Application Form

Please complete this form and attach the relevant information and send to:  
Owslebury Parish Council, PO BOX 783, Winchester, Hampshire, SO23 3RD  
Or email: [clerk@owslebury-pc.gov.uk](mailto:clerk@owslebury-pc.gov.uk) [owsleburyparishcouncil@gmail.com](mailto:owsleburyparishcouncil@gmail.com)

Name and Address of Organisation	
Name and Position of Contact	
Contact Details including Email address and Telephone Number	
Is your organisation a voluntary organisation	Yes / No
Is your organisation a Registered Charity? If yes, please provide your Charity Number.	Yes / No
Does your organisation work SOLELY for the benefit of the people of Owslebury? • If yes, how many Owslebury residents benefit on a regular basis from your organisation? • If no, please specify the geographical area that you provide for, and the number of people in Owslebury that regularly benefit from your organisation. • Please provide any additional evidence to support your application to allow your application to be considered and to avoid any delays	
Amount of Grant Requested	£
For what purpose or project is the grant requested?	
What is the total cost of the Project	£
Have any grants been requested from other sources for this project?	
If yes, what is the amount of other grants?	£
When are the funds required?	
Please provide the bank account number and sort code so that approved funds can be transferred	Account No Sort Code

I have read and understand the Owslebury Parish Councils Grants Policy and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....Date.....