

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH MEETING HELD ON  
8<sup>th</sup> SEPTEMBER 2025  
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL COMMITTEE ROOM**

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

**In Attendance:** Juanita Madgwick (Clerk)

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

**51/25 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Yassir Mahmood and District Cllr Bolton and Pett

**52/25 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

Cllr Simmons declared an interest in planning application SDNP/25/03308/HOUS Sweet Briar Farm, Whaddon Lane, Owslebury.

**53/25 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 7 JULY 2025**

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 7 July 2025, and the Council **Resolved**, unanimously, that they were a true record.

**54/25 PUBLIC QUESTIONS AND COMMENTS**

**Planning:**

**Hyde Cottages:**

The applicants advised that the new application submitted is the same size as the last application but a different style.

**Morestead Cottages:**

The applicants advised that they had followed the pre application from the South Downs National Park planning advisers and they had updated all the ecological reports.

**55/25 PLANNING**

**a) PLANNING APPLICATIONS**

SDNP/25/03073/FUL	Alpaca Meadow, Hensting Lane, Owslebury, Hampshire, SO21 1LE
Proposal	Change of use of land to dog exercise facility with associated retained structures
PC Comment	The Council object to this planning application
SDNP/25/03226/HOUS	Woodlocks Down Farm, Whitehill, Upham, Hampshire, SO32 1JN

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FC. 08.09.25

Proposal	Two-storey side extension, to the East
PC Comment	The Council have no comment to make on this planning application

SDNP/25/03308/HOUS	Sweetbriar Farm, Whaddon Lane, Owslebury, Hampshire, SO21 1JJ
Proposal	Proposed First Floor Side Extension
PC Comment	The Council have no comment to make on this planning application

SDNP/25/03475/FUL	1 Morestead Hill, Morestead Hill, Morestead, Hampshire, SO21 1NB
Proposal	New application for a revised single-family residential scheme: restoration of the original flint cottage as ancillary accommodation, removal of later additions, and erection of a multi-level main dwelling with basement to minimise the footprint and visual impact of previously approved schemes. No change of use
PC Comment	The Council have no comment to make on this planning application

SDNP/25/03426/HOUS	2 Hyde Cottages, Fawley Lane, Morestead, Hampshire, SO21 1NA
Proposal	Single storey side extension with house alterations, and first floor extension
PC Comment	The Council have no comment to make on this planning application

#### b) PLANNING DECISIONS

SDNP/25/02722/DCOND	The Beeches Longwood Owslebury Hampshire SO21 1LD
Proposal	Discharge of condition 5 of planning consent SDNP/23/04326/HOUS
Decision	Approved

SDNP/25/00316/HOUS	Hensting Farm Hensting Lane Fishers Pond Hampshire SO50 7HH
Proposal	New external wall to mark property boundary
Decision	Approved

SDNP/23/04627/LIS/ SDNP/23/04626/HOUS	The Beeches Longwood Owslebury Hampshire SO21 1LD
Proposal	(Amended) Demolition of derelict outbuildings on site. Proposed 10m x 5m swimming pool within garden curtilage. Erection of single-storey pool house/gym and erection of single-storey three-bay garage/workshop/office.
Decision	Approved

SDNP/25/01207/HOUS	The Swallows Main Road Owslebury Hampshire SO21 1LU
Proposal	(AMENDED PLANS 02.07.2025) Single storey rear extension to form 'L' shape to link utility space and crown hipped roof loft / dormer conversion.

#### 56/25 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

The Clerk had circulated the District Councillors report, which included an update on the Local Government Reform, Winchester City Council and Hampshire County Council and their partners have submitted their proposals to the government and residents will be consulted again on the chosen model before it is implemented, and a report on Nutrient Neutrality, to all prior to the meeting, which was received and noted (Appendix 1).

#### 57/25 RECEIVE AN UPDATE FROM GROWS

23. 2025/ 2026

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Cllr Simmons gave a verbal update on GrOws. He advised that it had been a quiet summer as GrOws were busy planning for the fete. They had run a Bric-a-brack and clothes stall. Both had been a success. The pollinator walk had worked well. Two members of GrOws had attended the Win Can see what other parish councils are doing.

The next meeting is next Monday to discuss the next climate café, and a talk on the future of plastic. On 27<sup>th</sup> October members of GrOws are visiting the Veolia recycling facility in Portsmouth.

#### **58/25 RECEIVE AN UPDATE ON THE COMMUNITY SHOP**

The Clerk had circulated a report on the community shop meetings that had been held and the progress that they were making to all prior to the meeting (Appendix 2).

It was advised that the Parish Hall were proposing a £14 per day cost for the use of the small room in the hall for the shop, and a member of the group had approached the pub to see if the shop could be set up there.

The clerk advised that the next meeting will be scheduled in September, and the group will bring a business plan to a future council meeting.

#### **59/25 CONSIDERATION ON PLACING A MEMORIAL BENCH IN THE GLEBE FIELD**

The Clerk had circulated an email from a resident asking if they could place a memorial bench in the Glebe field for their late daughter who lived in the village, to all prior to the meeting (Appendix 3).

The Council asked the clerk to respond to the resident asking where in the Glebe Field they would like the bench to be situated as if it was at the bottom of the field, they would need to seek permission from the church as they own this piece of land.

Action	By Whom
To contact the resident to ask where they would like the bench sited in the Glebe field	The Clerk

#### **60/25 CONSIDERATION ON WHERE TO PUT AN ADDITIONAL DEFIBRILLATOR IN THE VILLAGE**

The Clerk had circulated an email from Owslebury and Morestead community association (OMCA) advising that they were going to fund 4 more defibs in the village and would like the Councils help on where to site the first one, to all prior to the meeting (Appendix 4).

There was some discussion on this and the Council felt that the first one should be placed at the Sports Field, as cricket is being played, the children are using it, and football will be played there in the winter. Plus, many residents use it for walking dogs.

The Council asked the Clerk to ask OMCA if they would be able to put together a map on where all the defibs would be placed to make sure all the village is covered dependant on population.

Action	By Whom
To contact OMCA on defibs	The Clerk

## **61/25 HIGHWAYS**

### **a) RECEIVE AN UPDATE ON THE BEECH GROVE PATHWAY IMPROVEMENTS**

There is no update on the Beech Grove pathway improvements.

## **62/25 OPEN SPACES, RECREATION AND PLAYGROUNDS**

### **a) RECEIVE A REPORT ON THE PLAYGROUND**

The Clerk had circulated a report on the playground which included the new equipment being installed and feedback from local children (Appendix 5).

The Clerk noted that the new play equipment had been well received, she advised that the table tennis table had been moved as was being used as a step to gain access to gardens to the side of the playground, the table has now been moved back to its original place and the Chairman had kindly donated some bats and balls, however these had been vandalised within 12 hours of being placed at the playground. The Clerk advised that those using the mud kitchen had dug holes all over the playground, so a designated area had been dug out for them to use.

The Clerk advised that local children had requested a football goal in the playground, the council discussed this and felt that there was not enough room for a football goal but felt that it could accommodate a rebound net. The Council asked the Clerk to get 3 quotes for a rebound net.

Action	By Whom
3 Quotes for a rebound net	The Clerk

## **63/25 RIGHTS OF WAY**

### **a) DISCUSS THE SITING OF THE NEW MONARCHS WAY SIGN**

The Clerk advised that the Monarchs Way sign had arrived and asked where the Council would like the sign to be situated.

The Council **Resolved** unanimously to site the Monarchs Way sign in the Glebe field on the existing Notice board.

### **b) TO DISCUSS THE SOUTH DOWNS ACTIVE TRAVEL NETWORK PLAN**

The Clerk circulated the email from the South Downs National Parks (SDNP) Rights of Way Access Officer on walking and cycling routes from Winchester into the South Downs National Park, to all prior to the meeting (Appendix 6).

The Council asked the Clerk to respond asking what the SDNP proposal for the walking route from Winchester is, would this include existing footpaths or would new ones be made. The Council asked the Clerk to invite them to a future meeting.

Action	By Whom
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25. 2025/ 2026

FC. 08.09.25

To respond the SDNP and invite to a future meeting
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The Clerk
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## 64/25 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 Simmons to finish the payment process.

#### Payments:

##### July:

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	

##### August:

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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 - Parish Hall	
83	165.75	Repair Café - New Invoice - Parish Hall	
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	

**Receipts:**

**July:**

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

**August:**

18	0.58	Cashback Credit Card
19	161.57	CCLA Interest
20	25.00	Glebe Field - Invoice 19

**b) TO APPROVE THE SIGNING OF THE JULY AND AUGUSTS BANK RECONCILIATION BY THE CHAIRMAN**

27. 2025/ 2026

FC. 08.09.25

The Council **Resolved** unanimously for the Chairman to sign July and Augusts Bank Reconciliation.

**c) REVIEW THE COUNCILS RESERVES**

The Clerk had circulated the current Reserves to all prior to the meeting (Appendix 7).

The Council asked the Clerk to ask the Senior Club if they need funding for using the community bus.

The Council went through the current Reserves.

The Council **Resolved** unanimously to spend the following earmarked reserves:

**£239.64** WW1 DD Day Events on a male and female tommy to be placed next to the war memorial on the Glebe Field, the extra money to be taken from the Bench for Playground current reserve of £1,000.00

**£5.27** playground private fund raising on more balls and bats for the table tennis table

The Council **Resolved** unanimously for the Reserves for the following year to be set:

Play area Equipment: £2,000.00

Pavilion: £27,500.00

Beech Grove: £9,900.00

Community Shop: £5,000.00

Entrance Gates: £10,000.00

Action:	By Whom
To ask the senior club if they need help with transport to their outings	The Clerk

**d) TO NOTE THE NEW PAY SCALES FOR 2025/26 HAVE BEEN AGREED AND WILL BE IMPLEMENTED FROM 1 APRIL 2025, THE CLERKS SALARY HAS BEEN ADJUSTED ACCORDINGLY, AND THEY HAVE RECEIVED BACK PAY WITH THEIR AUGUST 2025 SALARY**

The Council noted the Clerks increase in salary and it was backed dated from April 2025.

**e) 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 8). The external auditor has confirmed that the information in section 1 and 2 is in accordance with Proper Practices.

The Clerk advised other matters not affecting the External Auditors opinion which they draw to the attention of the authority is that the Parish Council 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, by answering 'Yes' to Section 1. Assertion 4. However, as was reported last year, we were aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriated action on all matters raised in reports from the internal and external audit, by answering 'Yes' to assertion 7, which on the basis of the above is not correct.

28. 2025/ 2026

FC. 08.09.25

Other matters not affecting the auditor's opinion which they draw attention to 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 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 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

The Clerk advised that she felt that the comments from the Audit were unjustified and that she had complied with Assertion 4 and asked the council if she could reject their comment and asked for a revised comments to the Audit Conclusion

The Council **Resolved** unanimously for the Clerk to push back on the comments made on the 2024/25 Audit Conclusion.

The Clerk advised at the meeting that the Conclusion of Audit had been displayed in the noticeboard and on the website on 8 September 2025.

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.

#### **f) CONSIDERATION OF A GRANT TO THE CITIZEN ADVICE**

The Clerk had circulated an email from the Citizen Advice to ask for a grant of £250.00 too all prior to the meeting (Appendix 9).

The Council **Resolved** unanimously to grant £250.00 to the Citizen Advice.

#### **g) CONSIDERATION OF A GRANT TO MORESTEAD CHURCH**

The Clerk had circulated an email from the Treasurer of Morestead Church to ask for a grant towards the grass cutting of the Morestead churchyard of £300.00 to all prior to the meeting (Appendix 10).

The Council **Resolved** unanimously to grant £300.00 to Morestead Church for grass cutting.

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

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

#### **i) REVIEW AND APPROVE THE HEALTH AND SAFETY POLICY**

The Clerk had circulated the Health and Safety Policy to all prior to the meeting (Appendix 11).

The Council **Resolved** unanimously to approve the health and Safety Policy and place a copy on the website.

#### **j) REVIEW AND APPROVE THE GRANTS AND DONATIONS POLICY**



29. 2025/ 2026

FC. 08.09.25

The Clerk had circulated the Grants and Donation Policy to the Parish Council to all prior to the meeting (Appendix 12).

The Council **Resolved** unanimously to approve the Grants and Donations Policy and place a copy on the website.

## **65/25 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING**

### **Sports Club**

The Clerk advised that she had spoken to the Chairman of the Sports Club, and they had advised that Totton FC will be playing at the Sports Field from September and if all goes well, they are prepared to become Owslebury FC in the future. The Sports Club will be holding a village meeting on Friday 10<sup>th</sup> October to go through the new designs of the pavilion.

The Clerk advised that as the football team will be using the sports field in September, she had to find a company to mark out the pitch and paint the lines quickly and made the decision to accept a quote for £204.00 to mark the pitch and paint the lines so the pitch will be ready for the beginning of the season.

The Council **Resolved** unanimously to accept quote for £204.00 to mark the pitch and paint the lines.

The Clerk advised that the Sports Club need new football posts and had found some at the cost of £675.00 a pair and asked if the Council could approve the purchase of the posts so the pitch will be ready at the beginning of the season.

The Council **Resolved** unanimously to purchase the football posts at £675.00 a pair.

There was discussion on how much Totton FC would pay for the use of the pitch, the Clerk advised that the Chairman of the Sport club had suggested £40.0 per game. The council felt that £50.00 would be a more appropriate fee and ask the Clerk to liaise with the Chairman of the sports club on this fee.

The Council asked the Clerk to start to gain 3 quotes to complete the tree works at the Sports ground.

### **Broadband**

Cllr Simmons advised that fibre cables had been put on posts in Waddon Lane for broadband and are waiting for the commissioning team to switch on the signal so the rest of Whaddon Lane should be able to access fibre broadband soon. Cllr Baldwin advised that Morestead has had poles put up and broadband is now available in the area. Th executive team is still giving Cllr Simmons regular updates.

### **Burglaries**

Cllr Hurlock advised that there had been a spate of burglaries to farmers in the Marwell and Colden Common area, who are stealing high end equipment. There had been 4 in 6 months and 3 in a week. They are being targeted by professionals.

The Council asked the Clerk to send out OIS and inform Gary.

30. 2025/ 2026  
FC. 08.09.25

**50/25 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING**

The next meeting will be held on Monday 13 October at 7pm in the parish committee room

There being no further business the meeting closed at 9.05pm.

Chairman:

Date:

DRAFT