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UPPER MEON VALLEY WARD – PARISH UPDATE OCTOBER 2025

Local Government Reorganisation

The deadline for formal proposals for future unitary authorities passed on 26 September 2025. Whilst each of the 15 Unitary, District and County authorities was required to make their own submissions there were two business cases that were passed into the Ministry. Hampshire County and East Hampshire District both supported a case for three mainland unitaries, with Winchester District proposed to be combined with East Hampshire, Rushmoor, Hart, Basingstoke & Deane. Winchester City Council, together with ten other authorities, submitted a case for four mainland authorities, with two principle options: the first links Winchester with East Hampshire, Test Valley and New Forest Districts, the second links the New Forest with an expanded Southampton-based authority rather than the mid-Hampshire districts. Each of those 11 authorities expressed its preference for one of these options, with Winchester promoting the second, ie Winchester + Test Valley + East Hampshire.

Meanwhile, Gosport Borough Council withdrew from the optioneering process and Portsmouth City Council also submitted a letter stating the preference that its city should remain within its present boundaries, although supporting the 11-authority business case if the Government insisted on pursuing the reorganisation. Both the submissions promoted the Isle of Wight as a special case for retaining its existing unitary status; unfortunately, the Isle of Wight Council itself, whilst agreeing that the island is indeed a special case, could not agree on which option to support for the mainland authorities and therefore failed to make a submission by the deadline and has consequently lost its say in the process.

The Government response to the proposals for Hampshire and the Isle of Wight is not expected before early in the spring of next year.

On devolution, Conservative, Liberal Democrat and Green Party candidates have been formally selected for the 2026 Hampshire Solent Mayoral contest, with Labour and Reform Party, and any other, candidates yet to be announced.

Finally, Winchester City Council is about to consult on possible options for ‘parishing’ Winchester City to form a City Council that would be the successor to the current Winchester Town Forum. If life were simple, this would result in the un-parished areas of the city being combined into a new authority that would sit on a level with rural parishes and New Alresford Town Council. Since the urban footprint of Winchester has, in recent years, expanded into four of the neighbouring parishes the consultation will seek views on whether communities in those parishes wish to join with the City. This is not without controversy. All Winchester parishes will be formally part of the consultation although none in Upper Meon Valley would be directly affected by the options currently under consideration.

Places of Sanctuary

Winchester City Council started a 'Places of Sanctuary' scheme back in 2022, prompted in part by the Ukraine crisis but with the intent of addressing a far wider issue. In essence, this is a trawl for communities to identify places where those who may not have ready access to a local support network of their own can find security and feel welcome. To quote from the original start-up document: "The Safe Spaces project has been developed to support people who are at their most vulnerable and need a quiet space and a friendly face to help them feel safe, listened to and valued". Recent events both at home and abroad have made this perhaps even more relevant now than it was a few years ago. Parish Councils may wish to consider if they can identify any 'places of sanctuary' in their own communities that could be put forward for the scheme. The WCC project lead is Jane Chuhan (jchuhan@winchester.gov.uk) and there is more information on the WCC website [here](#).

Rural Transport

The effect of Hampshire County Council's review of subsidised rural bus services is now being felt, although the very few services in Upper Meon Valley have largely survived. The future of service 67, through Cheriton, Bramdean and West Meon seems reasonably assured but, since its timetable has to be focused on statutory school transport needs for Perins and The Petersfield School, it no longer provides a viable commuting option for either Petersfield or Winchester. Service 63 to Owslebury and Morestead hangs by a thread with a single return journey on Mondays and Thursdays. Service 69, through Upham, is our only commercially-run service. In response to requests to reduce its journey time to Winchester it has now been diverted to run along the M3 between Hockley and Bar End, rather than through St Cross. The unanticipated consequence of that change is that the bus no longer runs close to Winchester station, so severing a valued connection; similarly, at its opposite end, the service has been withdrawn between the Bus Station and the Rail Station in Fareham.

Meon Valley parishes have stepped in to support their Community Bus as it has now lost its HCC contract. Its timetable has been rationalised to provide a single shoppers' journey to Fareham, Petersfield and Winchester on Mondays, Wednesdays and Fridays respectively. It is encouraging that its passenger numbers have climbed back up to pre-Covid levels but it is totally reliant on volunteer drivers. The bus has the potential to deliver more but needs more drivers. Parish Councils directly served are particularly urged to encourage more volunteers to come forward. We are also working with the bureaucracy to see if it's possible to include more UMV villages on its Winchester run.

As more communities become affected by the loss of rural buses it is hoped to raise visibility of this issue in the Mayoral campaign, not least as taking the strategic lead on public transport is one of the powers proposed to be devolved.

Neil Bolton
Jerry Pett

MEETING REPORT: Community Shop

DATE: 13 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 74/25

The Community Shop Group met on Tuesday 30th September to discuss the future of the proposed community shop. While all members expressed a strong interest in supporting and volunteering within the shop, none were willing to assume the responsibilities associated with forming a steering group or establishing the shop as a formal entity.

As a result, the group proposed advertising for individuals to take on these leadership roles. Suggested channels for outreach include social media platforms and the village newsletter. It was agreed that if no suitable candidates come forward, the group will disband, and the community shop initiative will not proceed.

Separately, one member had approached the new landlords of the Ship Inn regarding the possibility of situating the shop in a container within the pub's car park. The landlords responded positively, although further discussions will be required to explore this option in more detail.

This conversation led to an alternative proposal: for the Ship Inn to open earlier in the day to serve coffee and cake, with service provided by village volunteers. Under this model, a formal steering group would not be necessary. The Ship would supply the food and beverages, and volunteers would manage the café operations.

Actions Agreed:

- Engage with the Ship Inn to explore the feasibility of a community café.
- Develop a proposal outlining the café concept to present to the pub's owner and Greene King, should their approval be required.

MEETING REPORT: Community Engagement

DATE: 13 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 75/25

Leaflet Distribution Proposal

Following a review of the current newsletter distribution list, it has become evident that there is a significant gap in coverage for residents along Portsmouth Road, in Upham, and some isolated areas of the village. These areas are not receiving the full newsletter run, and as such, may be missing important updates and opportunities to engage with the parish council.

Recommendation:

Initiate a targeted leaflet drop to households in Portsmouth Road, Upham and isolated areas of the village to improve inclusivity in parish communications.

Community Feedback and Engagement

To better understand the needs and expectations of our residents, we should consider actively seeking their views on the parish council's role and activities.

Suggestions:

- Send out a short survey:
 - What do residents think of the parish council?
 - What would they like to see the council doing?
 - What is their preferred method of communication?
-

Councillor Accessibility

Improving accessibility to councillors could build stronger relationships and trust within the community.

Options to consider:

- Holding informal councillor drop-in sessions before council meetings.
 - Hosting monthly councillor drop-ins at varied times to accommodate different schedules.
-

Strengthening Local Relationships

We should identify and build stronger connections with key community groups.

Suggested actions:

- Map out which local groups regularly use the parish hall.

- Establish better relationships with the school, the pub, and other community groups.
 - Explore opportunities for joint events or shared communications.
-

Reaching Underrepresented Groups

We must improve our outreach to hard-to-reach residents, including:

- Young adults
- Children and families
- Older residents
- Those living in more rural or isolated areas

Ideas:

- Utilise the school more
 - Use printed materials and community boards for older residents.
-

Social Media Strategy

Our Instagram page is gaining traction, with nearly 100 followers. There is an opportunity to expand its use beyond event promotion.

Proposal:

- Share engaging content that highlights village life, local history, and community stories.
 - Cross-post to the Owslebury Neighbours Facebook page and OIS for wider reach.
-

Communications Support

To maintain and grow our communications efforts, additional support is needed.

Proposal:

- Hire a freelance communications assistant for 5 hours per week @ £12.60 per hour
- Responsibilities to include:
 - Managing Facebook, Instagram, and OIS posts
 - Promoting council meetings, local events and facilities in the village
 - Assist with Newsletter
 - Help maintain the website for the Parish Council and other groups
 - Raise the profile of the Parish Council
 - Contact local community groups, pub, school to establish better relationships

MEETING REPORT: Beech Grove

DATE: 13 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 76/25 (a)

I have contacted the landowner's solicitor regarding the land transfer as the last correspondence I received was at the end of May, where the landowner had a question about the extent of the property to be gifted.

The solicitor responded that they have had no further instruction from the landowner.

MEETING REPORT: Entrance Gates

DATE: 13 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 76/25 (b)

I have contacted Wonston Parish Council regarding the entrance gates that were installed in Sutton Scotney and received the following reply:

Hi Juanita

The gateways in Sutton Scotney were installed via the Community Funded Initiative (CFI) scheme from HCC. Initial contact is via: Traffic.management@hants.gov.uk or your County Councillor can put you in touch with the team.

In Sutton Scotney, HCC Highways were already holding £5823 of monies for Wonston Parish, and this was used to pay for the two gateways.

In Micheldever, similar gateways were added on Overton Road, Micheldever Station and these cost £4835.

The HCC Safer Roads Team help with the whole process, and the cost includes installation and any other expenses, but the Parish Council is then responsible for any future maintenance costs.

I hope this helps.

I have contacted Traffic Management twice asking how they can assist the Parish Council but have yet to receive a response.

Please see the HCC Website for more information:

<https://www.hants.gov.uk/transport/roadsafety/makingroadssafer>



Operational Inspection

Ava Recreation Ltd

Hilly Close play area
Hilly Close, Owslebury, Hampshire , SO211LW

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Hilly Close play area

Inspection Ref: 2804373

Site Ref: 64895

Operational Inspection - 30-August-2025 - 07:33 Inspector Bryan Chalke

Risk Assessment: 8 Low Risk



 1 - Very Low Risk

Item: Gate - Self Closing
Manufacturer: Steelway/Fensecure
Surface Type: Paving Slabs
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 1 - Very Low Risk

Item: Gate - Maintenance
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

1 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Basketball Post
Manufacturer: Sure Shot
Surface Type: Concrete
Item Quantity: 1

Total Findings: 1



Finding 1

Net isn't fixed correctly - Fix net back to hoop

8 - Low Risk

Item: Climbing Frame
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 3



Finding 1

The bearing on the unit is dry - Service and lubricate the bearing(s)

Finding 3

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 2

Timber leg has some twist movement which needs further investigation - Investigate timber leg and replace if necessary

i 6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Husson UK
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 1



Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

i 5 - Very Low Risk

Item: Roundabout
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1

Total Findings: 1



Finding 1

There is wear in the bearing/shaft causing some movement? - Investigation and repair on bearing/shaft

i 6 - Low Risk

Item: Spring See-Saw
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 2



Finding 1

Loose fixings on hand bar - Secure all loose fixings

Finding 2

Loose fixings on foot bar - Tighten fixings

i 6 - Low Risk

Item: Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 2



Finding 1

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

Finding 2

There is some strimmer damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

i 1 - Very Low Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1



Total Findings: 1

Finding 1

There is some chain wear - Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Tigermulch
Item Quantity: 1



Total Findings: 3

Finding 1

There is or are fixings missing on the item - Replace all missing fixings

Finding 3

There are weeds/vegetation growth between or around the edges of the surfacing - Remove weeds/vegetation growth

Finding 2

A number of fixing(s) have worked loose - Secure all loose fixings

i 6 - Low Risk

Item: Fence - Chainlink
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

There is some damage to the fence sections. Looks to be where people are using it as a goal - Monitor for any further deterioration and repair as required

i 1 - Very Low Risk

Item: Table Tennis
Manufacturer: Cornilleau
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 1 - Very Low Risk

Item: Picnic Table
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: The item has been damaged



Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Sure Shot

Risk Level: L - Low Risk
Surface: Concrete



Finding: Net isn't fixed correctly



Action: Fix net back to hoop

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing on the unit is dry

Action: Service and lubricate the bearing(s)

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Timber leg has some twist movement which needs further investigation
Action: Investigate timber leg and replace if necessary

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Husson UK

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 5 - Very Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: There is wear in the bearing/shaft causing some movement?

Action: Investigation and repair on bearing/shaft

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Loose fixings on hand bar

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 2)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Loose fixings on foot bar

Action: Tighten fixings

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some strimmer damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process



Action: Monitor for any deterioration (rot) and replace as required

i 6 - Low Risk (Finding 1)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some chain wear



Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Tigermulch



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 6 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Tigermulch



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Tigermulch



Finding: There are weeds/vegetation growth between or around the edges of the surfacing

Action: Remove weeds/vegetation growth

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Chainlink
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the fence sections. Looks to be where people are using it as a goal

Action: Monitor for any further deterioration and repair as required

Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

 6 - Low Risk (Finding 1) - **Marked as complete on 30-August-2025**

Item: Gates - Gate - Self Closing
Manufacturer: Steelway/Fensecure

Risk Level: L - Low Risk
Surface: Paving Slabs



Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds

6 - Low Risk (Finding 1) - Marked as complete on 30-August-2025

Item: Signs - Playground Sign
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

6 - Low Risk (Finding 1) - Marked as complete on 30-August-2025

Item: Multi Use Games Area - Basketball Post
Manufacturer: Sure Shot

Risk Level: L - Low Risk
Surface: Concrete



Finding: The net has been damaged. Not much left

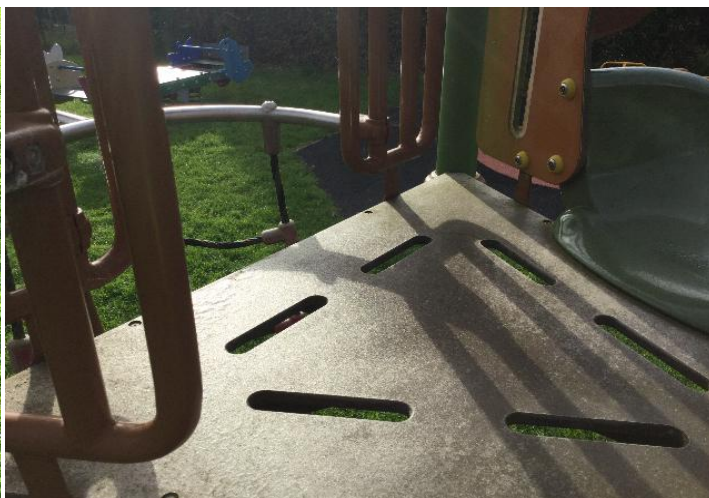


Action: Monitor for any further deterioration and replace as required

i 5 - Very Low Risk (Finding 1) - **Marked as complete on 30-August-2025**

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Husson UK

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Fungus or algae was found on the equipment

Action: Remove fungi or algae from the equipment

6 - Low Risk (Finding 1) - Marked as complete on 30-August-2025

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is or are fixings missing on the item



Action: Replace all missing fixings

i 5 - Very Low Risk (Finding 1) - **Marked as complete on 30-August-2025**

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Fungus or algae was found on the equipment

Action: Remove fungi or algae from the equipment

i 2 - Very Low Risk (Finding 1) - **Marked as complete on 30-August-2025**

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1) - **Marked as complete on 30-August-2025**

Item: Ancillary Items - Bench
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

i 6 - Low Risk (Finding 1) - Marked as complete on 30-August-2025

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is surface corrosion present on the item

Action: Consider treating and repainting the item

i 6 - Low Risk (Finding 2) - Marked as complete on 30-August-2025

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 3) - **Marked as complete on 30-August-2025**

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: The safety surface under or around this unit has been damaged



Action: Monitor for any further deterioration and repair as required

Owslebury Parish Council – Sports Committee (Draft Terms of Reference)

1. Establishment

The Sports Committee is established under Sections 101 and 102 of the Local Government Act 1972.

2. Purpose

To oversee and manage matters relating to the development of parish sports facilities, including the proposed pavilion, playing fields, and associated projects, in line with council priorities and approved budgets.

3. Membership

- The Committee shall consist of **[5] Parish Councillors** appointed annually at the Annual Council Meeting.
- **Only councillors** shall be voting members.
- The Committee may invite representatives of local sports clubs, user groups, or residents to attend in a **non-voting advisory capacity**.

4. Quorum

- The quorum shall be **3 councillor members**.
- A meeting lacking quorum shall not transact business.

5. Chair

- A Chair shall be elected by the Committee at its first meeting following the Annual Council Meeting.

6. Delegated Powers

The Committee is delegated authority to:

- a) Manage and monitor the delivery of sports facilities and pavilion projects within budgets approved by Full Council.
- b) Instruct professional advisers and contractors in accordance with the Council's **Financial Regulations** and **Standing Orders**.
- c) Authorise expenditure up to the limit of the approved budget.
- d) Recommend to Full Council any additional funding requirements, grant applications, or strategic decisions beyond the approved budget or terms of reference.
- e) The group holds delegated authority from the Parish Council to collect data and request input from other agencies and organisations. Owslebury Parish Council is the data controller and all data will be held in the Parish Council office only.

7. Finance & Procurement

- All financial decisions must comply with the Council's **Financial Regulations**, including thresholds for quotes and tenders.
- All contracts shall be in the name of the **Parish Council**, not individual councillors or committee members.
- The Responsible Financial Officer (Clerk) shall support and advise the Committee to ensure lawful practice.

8. Meetings & Reporting

- Meetings shall be convened and conducted in accordance with the **Local Government Act 1972** (notice, public access, minutes).
- The Committee shall report to Full Council by submitting draft minutes and recommendations after each meeting.
 - At least 3 working days' notice will be given to the members and an agenda circulated. The minutes will be added to the Parish Councils website.

9. Review

- These Terms of Reference shall be reviewed annually at the Annual Council Meeting, or sooner if required.
- The group will remain in existence until disbanded on agreement by the Parish Council.

Unsure on delivery charges

Unsure on delivery charges

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Galvanised and powder coated white or black (as standard). Other colours can be quoted for

Two legs which can be cast directly into concrete or supplied with a base plate to bolt onto a concrete pad.

Tamper resistant fixings

Hinged 5mm UV stable clear polycarbonate cover

Face to View	Blank	Full Colour
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  5 Trees Planted For Orders £500+
  160 Million Plastic Bottles Recycled

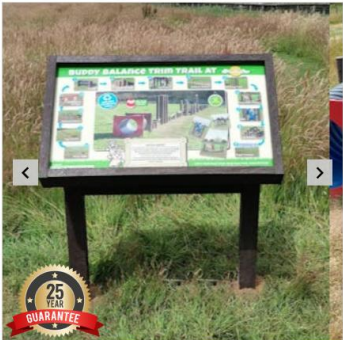
[New Products](#)
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Information Board

As Low As **£570.00**
[Order Today](#)

Description	Specifications	Colours	Benefits
- Information boards are great for displays in parks, local attractions or heritage sites - Manufactured from 100% recycled plastic - Artwork is covered by a sheet made from 3mm polycarbonate - Will never rot, crack or splinter - Zero maintenance required - Designed to be embedded 600mm into the ground - Available in two sizes (contact our sales team for bespoke dimensions) - For artwork- submit an email to sales@RecycledFurniture.co.uk Free Delivery to UK Mainland* addresses on all orders over £350 Please note that the current leadtime for this product is 10 weeks Please note: Prices shown below include the artwork charge			







Owslebury Parish Council
2025/26

PAYMENTS	Amount (£)	Payee	Payment Type
95	445.80	Royal Mail - PO Box Renewal	YM/PS
96	131.25	ADH Printing - Newsletter	YM/PS
97	180.00	S Comley - Grass Cutting Aug	YM/PS
98	36.00	CPRE -Subscription	
99	250.00	Grant - CAB	
100	300.00	Grant - Morestead Church	
101	7.63	3 Phone	DD
102	36.00	SLCC - Training	
103	96.00	AVA Recreation - Playground Inspection	
104	398.00	British Legion - 2 x Tommy	CC
105	889.00	Live 4 Soccer - Football Goals	YM/PS
106	4.67	Bank Charges	DD
107	131.40	Phil Space - Toilet	
108	83.00	Sentry Storage	
109	29.01	OPHMC - Meeting Expense	NOT PAID AS USING UP CREDIT NOTE
110	549.80	Clerks Salary	SO
111	177.93	HMRC	
112	59.25	Clerks Expenses	
113	6.00	IONOS Basic Fee	DD
114	3.60	IONOS - Managed Word Press	DD
115	75.00	S Comley - Grass Cutting Sep	

Voucher	Amount (£)	Payee	
RECEIPTS			
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

30/09/2025

CASH BOOK BALANCE	£	£
Balances 1st April 2025		62,981.59
income		51,312.32
expenses		-48,025.91
CASH BOOK BALANCE		66,268.00
add o/s payment		2,183.01
Less OPHMC Credit note		-103.51
less o/s receipts		
Control total		68,347.50
BANK STATEMENTS		
Treasurers account	68,347.50	
Business 30 Day notice	0.00	
Business Instant access	0.00	
Per bank statements		68,347.50
Difference		-0.00

2. SHORT TERM DEPOSIT

CCLA	45,000.00
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3. TOTAL OF BANK AND SHORT TERM DEPOSITS	111,268.00
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Owslebury Parish Council

Budget for Financial Year April 2025 - March 2026

Income	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts 21/22	Actual Receipts 22/23	Actual Receipts 23/24	Actual Receipts 2024/25	Budget Receipts 2025/26	Actual Receipts 2025/26	Forecast 2025/26		Comments
	£	£	£	£	£	£					
Precept	22,316	23,816	28,579	29,722	40,125	44,138	48,552	48,552	48,552		
CIL Money		3,951									
Ring fenced Xmas lights		685	250	975							
Ring fenced other					100	2,440		584	800		GrOws Donations
Ring fenced Eastleigh	3,890										
General donations	333		50	69	82	4,550	50	60	60		Bike Race
Sports Club	305	310	45	1,053					1,000		Hiring of Sports Field
Play Area Income	171										
Glebe Field Income						175	200	173	160		Exercise Class
Sub Station Rent	100	100	100	100	100	100	100	100	100		
Insurance Refund			55	1,275							
SSE Refund				532	660						
Interest Received from investment						1,254	1,200	783	1,200		
Fixed deposit	301	316	50	25	604						
Cash Back Credit Card								2	2		
VAT Refund	1,160	1,091	3,893	4,297	3,559	3,559		1,061			
Total Receipts	28,576	30,269	33,022	38,048	45,229	56,217	50,102	51,314	51,874		

Expenditure	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses 21/22	Actual Expenses 22/23	Actual Expenses 23/24	Actual Expenses 2024/2025	Budget Expenses 2025/26	Actual Expenses 2025/26	Forecast 2025/26		
Staff Costs											
Clerk's Net Salary	4,994	4,821	5,085	5,302	5,941	6,377	6,700	3,299	6,620	49	
Income Tax	1,198	1,205	1,271	1,325	1,485	1,594	1,600	825	1,652	52	
Employers NI					32	10	450	242	460	54	
Clerk's travel	134	16	103	73	60	21	150	27	60	18	
ACSO	1,574	8,414	9,248	9,858	11,107	11,108	12,200	4,784	12,200	39	
Communications Officer									1,365		For new member of staff if agreed
Administration / General Expenditure											
Chairman's Expenses	80	80	80	80	0	0	80	0	80	0	
Councillors Expenses	20				0	0	50	0	0	0	
Clerk & Councillors Training	200		95	947	292	292	500	30	200	6	
Publications	112	120			0	0	300	131	300	44	
Postage	33		12	13	0	24	30	20	30	68	
Clerk's Broadband Allowances	196	152	242	135	109	104	160	56	120	35	
Clerk's Working from Home Allowances	125	125	125	125	125	125	125	63	125	50	
Telephone				161	80	73	100	38	80	38	
Stationary	215	135	114	127	70	526	100	0	100	0	
Meeting Expenses	318	141	370	378	373	394	450	145	420	32	
Insurances	740	750	782	583	549	571	700	699	699	100	Paid in full
Audit	405	415	420	435	470	495	550	625	625	114	Paid in full
Office Equipment	94		670	358	377	278	420	148	400	35	
Website	306	299	359	349	431	486	600	272	600	45	
Credit Card	32	32	32	32	32	32	32	32	32	100	Paid in full
PO Box	285	294	300	315	330	354	450	372	450	83	Paid in full
Street Lighting	118	82	274	266							
Land Registry				3	268		20	0		0	
Election Costs						0		0			
Shredding						0		0			

Local Council Award Scheme						50		0			
Bank Charges						4	120	26	51	22	
Storage Costs								281	720		
Canva									100		
General Maintenance											
Grass Cutting	1,620	1,860	2,615	1,495	2,005	1,750	2,500	1,870	2,500	75	Asked to cut hedge back
Dog Waste Collections	660	885	660	585	585	780	700	390	780	56	
Play Area Repairs & Inspections	667	2,185	79	1,079	6,312	1,426	3,000	2,269	5,040	76	New Playground equipment from earmarked reserves
General Maintenance / Repairs	216	265	261	316	411	0	500	0	500	0	
Tree Works			2,150	320	0	650	500	1,225	1,225	245	Cost more than expected
Lengthsman scheme		56	56	0		0		0			
Community Assets Maintenance			1,012	1,240	0	332	1,500	127	1,500	10	
Defib							150	271	300	181	Had to get battery and ipads
Subscriptions											
Hampshire Association of Local Councils (HALC)	280	270	294	296	351	336	350	426	426	122	Paid extra £59 to become a member of NALC
Society of Local Council Clerks (SLCC)				230	139	144	150	150	150	100	Paid in full
Winch. District Ass'n o Local Councils											
Hants. Playing Fields Association	40										
Council for Protection of Rural England (CPRE)	36	36	36	36	36	36	36	36	36	100	Paid in full
Information Commissioner	35	35	35	35	35	35	35	47	47	134	Price increase
Parish Online	75	75	75		75	75	75		75	0	
Survey Monkey			320								
Grants						1,695	2,000		2,000	28	
St Andrew's Church	400	525		400	1,000						
Morestead Church	200	200	200		200			300			
Owslebury Newsletter				100	150						
Christmas Lights											
Winchester CAB	250	250	250	250	250			250			
OMCA		240		500							
Hampshire Archive			200								
OMPHC			850								
ADD	3,890										
The Friday Club	100			200							
Hampshire & Isle of Wight Trust	100										
Winchester Villages Trust					32						
Life Education Wessex					100						
Bishops Waltham Mens Shed											
Community Projects											
Speed Sign	3,200	58									
Bollard for Footpath 31		292									
Red Lane Re surfacing		850									
Topography Survey & Desgin Beech Grove			2,289								
Affordable Housing Survey				300							
Notice Board				1,357							
Play Area Painting						680					
Benches (Glebe Field) x 3					279						
Footpath Improvement (Beech Grove)					5,238	0					
Coronation					409						
Repainting of Telephone Box						316					
Speedwatch Equipment						207					
GrOws					678	2,291	1,000	666	1,000	67	
Christmas Lights					747						
Jubilee Trees						440					
New Play Equipment											
Resurfacing Rights of Way							5,000		0		
War Memorial								248	248		£248.00 From ring fencend reserves

Pavilion											
Water											
Electricity											
Container & Paint				1,706							
Removal of Pavilion				6,300							
Toilet for Sports Ground						1,289	1,500	1,283	2,100	86	Due to stolen toilet
Professional Fees for Pavilion Planning App								2,008	2,008		From Earmarked Reserves
Tree Consultation for Planning App								745	745		From Earmarked Reserves
Pitch Marking & painting								741	1,004		
Football Goals									741		From Earmarked Reserves (playground Equipment)
VAT Paid	1,164	2,414	3,209	3,876	4,088	3,314		2,861			
Total Expenses	24,110	27,577	34,172	41,484	45,252	38,715	44,883	28,049	49,914		
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-23	17,501	5,219	23,265	1,960		

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,503	70,480	87,981
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,436	-23	17,501	1,960
Closing reserves at 31st March	<u>72,396</u>	<u>75,088</u>	<u>73,938</u>	<u>70,502</u>	<u>70,480</u>	<u>87,981</u>	<u>89,941</u>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
Ring fenced	
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	0.00
CIL Money	0.00
GrOws	937.16
Total ring fenced	<u>2,484.66</u>
Ear marked	
Play Area Equipment	2,765.56
Bench for Playground	1,000.00
Pavilion	22,247.30
Beech Grove	14,900.00
Total ear marked	<u>40,912.86</u>
General reserve	46,543.95
Total reserves	89,941.47

MEETING REPORT: Budget Monitoring Report

DATE: 13 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 79 (c)

After reviewing the actual to budget expenditure up to 30 September, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 50%.

Budget heading	Explanation
Admin Costs	
Audit (+15%)	Internal & External Auditor paid in full
Insurance (+ 15%)	Paid in full in May
Credit Card Fee (+15%)	Paid in full in June
PO Box (+15%)	Paid in full in September
General Maintenance	
Grass Cutting (+ 15%)	Asked to cut hedge back
Play area Repairs and Inspections	New playground equipment (Taken from playground equipment earmarked reserves)
Tree Works (+ £100)	Didn't budget enough for tree survey and tree works
Defib (+ £100)	Had to buy a new battery and ipads only budgeted for new ipads
Subscriptions	
HALC (+15%)	Subscription paid in full in April + extra £59 for NALC subscription
SLCC (+15%)	Paid in full in August
CPRE (+15%)	Paid in full in September
Information Commissioner (+15%)	Paid in full in August + price increase
Pavilion	
Toilet (+ £100)	Due to stolen toilet
Professional Fees for planning app (+£100)	Removed from Pavilion Earmarked Reserves
Tree works (+ £100)	Removed from PavilionEarmarked Reserves
Football Goals (+£100)	Installed new goals not budgeted for – Removed from playground equipment earmarked reserves

Defib							150	300	300		300	300	300
Bank Charges						4	120	51	51		55	60	65
Storage Costs								720	880		915	952	990
General Maintenance													
Grass Cutting	1,620	1,860	2,615	1,495	2,005	1,750	2,500	2,500	2,500		2,500	2,500	2,500
Dog Waste Collections	660	885	660	585	585	780	700	780	780		780	780	780
Play Area Repairs & Inspections	667	2,185	79	1,079	6,312	1,426	3,000	4,900	3,000		3,000	3,000	3,000
General Maintenance / Repairs	216	265	261	316	411	0	500	500	500		500	500	500
Tree Works			2,150	320	0	650	500	1,225	1,500		500	1,500	500
Lengthsman scheme		56	56	0		0							
Community Assets Maintenance			1,012	1,240	0	332	1,500	1,500	1,500		1,500	1,500	1,500
Subscriptions													
Hampshire Association of Local Councils (HALC)	280	270	294	296	351	336	350	426	450		470	490	510
Society of Local Council Clerks (SLCC)				230	139	144	150	150	150		170	190	210
Winch. District Ass'n o Local Councils													
Hants. Playing Fields Association	40												
Council for Protection of Rural England (CPRE)	36	36	36	36	36	36	36	36	36		36	36	36
Information Commissioner	35	35	35	35	35	35	35	47	50		50	50	50
Parish Online	75	75	75		75	75	75	75	75		75	75	75
Survey Monkey			320										
Canva									100		100	100	100
Grants													
St Andrew's Church	400	525		400	1,000	1,695	2,000	2,000	2,000		2,000	2,000	2,000
Morestead Church	200	200	200		200								
Owslebury Newsletter				100	150								
Christmas Lights													
Winchester CAB	250	250	250	250	250								
OMCA		240		500									
Hampshire Archive			200										
OMPHC			850										
ADD	3,890												
OSCC	100			200									
Hampshire & Isle of Wight Trust	100												
Winchester Villages Trust					32								
Life Education Wessex					100								
Bishops Waltham Mens Shed													
Community Projects													
Speed Sign	3,200	58											
Bollard for Footpath 31		292											
Red Lane Re surfacing		850											
Topography Survey & Desgin Beech Grove			2,289										
Affordable Housing Survey				300									
Notice Board				1,357									
Play Area Painting						680							
Benches (Glebe Field) x 3					279								
Footpath Improvement (Beech Grove)					5,238	0							
Coronation					409								
Repainting of Telephone Box						316							
Speedwatch Equipment						207							
GrOws					678	2,291	1,000	1,000	1,000		1,000	1,000	1,000
Christmas Lights					747								
Jubilee Trees						440							

Removal of Pavilion				6,300		1,289	1,500	2,100		1,700		1,770	1,840	1,920
Toilet for Sports Ground								2,008						
Professional Fees for Pavilion Planning App								745						
Tree Consultation for Planning App								1,004		1,200		1,250	1,300	1,350
Pitch Marking & painting								741						
Football Goals														
VAT Paid	1,164	2,414	3,209	3,876	4,088	3,314								
Total Expenses	24,110	27,577	34,172	41,484	45,252	38,715	44,883	49,426	48,319		49,017	51,869	52,829	
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-23	17,501	5,219	2,448	6,195		5,745	3,193	2,533	

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26		2026/27		2025/26	2025/26	2025/26
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,503	70,480	87,981		90,429		96,624	102,369	105,562
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,436	-23	17,501	2,448		6,195		5,745	3,193	2,533
Closing reserves at 31st March	<u>72,396</u>	<u>75,088</u>	<u>73,938</u>	<u>70,502</u>	<u>70,480</u>	<u>87,981</u>	<u>90,429</u>		<u>96,624</u>		<u>102,369</u>	<u>105,562</u>	<u>108,095</u>

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
Ring fenced	
Xmas lights (public funding)	1,481.08
Xmas lights (private funding)	0.00
Community bus (private funding)	61.15
Playground fund raising	5.27
WW1 & DD Day events	0.00
CIL Money	0.00
GrOws	63.77
Total ring fenced	<u>1,611.27</u>
Ear marked	
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
Rights of Way - Resurfacing	5,000.00
	<u>59,400.00</u>
General reserve	35,613.20
Total reserves	96,624.47



Botley Neighbourhood Plan Consultation

We are writing to let you know we are undertaking a targeted six-week consultation on further proposed changes to the Botley Neighbourhood Plan.

This consultation will run from **Friday 5 September until Friday 17 October 2025**.

Botley Parish Council have made further amendments to the plan in response to the examiner's second clarification note (dated May 2025).

Eastleigh Borough Council is now inviting responses on the changes made to the neighbourhood plan and supporting documents through this consultation. Comments should be based on the changes to the plan and supporting documents. Responses submitted in previous consultation exercises will also be considered by the independent examiner.

Please visit the [Botley Neighbourhood Plan](#) webpage for more details on this consultation.

After the consultation closes, the examiner will assess if the Plan meets all the legal requirements and can proceed to referendum. This is the opportunity for people living in Botley Parish to vote if the Plan should be approved. If approved, the Plan will be used alongside the Local Plan to determine planning applications.



**Complaints Handling and Complaints
Procedure**

Adopted 10 October 2022
Reviewed 9 October 2023
Reviewed 14 October 2024
Reviewed 13 October 2025

Complaints Procedure

The purpose of this policy is to set out the process by which the council handles routine complaints anyone may have about the service received from the council and how the council will aim to resolve those concerns.

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1. Owslebury and Morestead Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how the Council shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures affairs of the council. The policy does not deal with grievance issues from staff nor with any matters relating to third parties that do not relate to action taken by the council, and may include complaints about how council employees have dealt with your concerns.

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3. This Complaints Procedure does not apply to the following circumstances:

Alleged financial irregularity Local electors have a statutory right to object to a council's audit of accounts (Audit Commission Act 1998, s.16).

Detailed information about your rights can be found [here](#).

Alleged criminal activity Should you suspect criminal activity; this should be reported to the police for investigation.

Alleged breach of the code of conduct adopted by the council These types of complaints relate to councillors only and not members of staff. All complaints of this nature should be reported to the Monitoring Officer at Winchester City Council. A copy of the council's code of conduct is available from the clerk by emailing clerk@owslebury-pc.gov.uk.

Complaints by Council Employees Against another Employee These matters are dealt with under the council's disciplinary and grievance procedures.

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~~3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.~~

~~3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 15 May 2023 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Winchester City Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Winchester City Council.~~

Who can complain?

Anyone who lives in or near Morestead or Owslebury who is affected by decisions made by the council has a right to complain.

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4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for

~~six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.~~

How to complain

Informal Complaint:

An informal complaint can be made to the Clerk or any Councillor by telephone, email, in writing or in person. The complaint will be dealt with by the most appropriate person depending on the nature of the complaint.

We hope that most complaints can be dealt with informally. However, we appreciate that at times an informal complaint might not result in a satisfactory response, or the complaint might be so serious that a formal complaint is more appropriate.

Formal Complaint:

~~5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.~~

The council requests that any formal complaints are directed to the Clerk in writing giving full details of the complaint. If possible, the complaint should include details of any dates/times, references to council minutes, details of staff or councillors concerned, copies of any correspondence and your contact details. If the complaint is about, for example, the Chairman, then you may direct your complaint to another councillor or the Clerk.

All complaints should be sent to:

Juanita Madgwick
The Clerk of Owslebury and Morestead Parish Council

PO Box 783
Winchester
Hampshire
SO23 3RD

Tel: 07869 814452

Email: clerk@owslebury-pc.gov.uk

The receipt of your complaint will be acknowledged in writing within 10 working days along with the names of those who will be investigating your complaint.

~~On receipt of a complaint, the Parish Clerk or the Chairman will try to settle the complaint directly with the complainant. If the complaint is about the Parish Clerk, it will be dealt with by the Chairman. If this is not possible, the Clerk will acknowledge the complaint within 10 working days~~

~~6-~~
How will the council deal with your complaint?

All formal complaints will be fully investigated within 20 days with a written response then being sent.

If the complaint is particularly complicated or there is insufficient time to gather information needed, then the council reserves the right to extend the number of days as above but will notify you of this in writing. We will also contact you during this period should we require more information from you. However, the agreed period will be extended should we then require a longer period to investigate any new information provided by you.

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You may be invited to attend a meeting when the complaint is being considered. You are welcome to bring a representative with you should you wish. Should you require any assistance, please contact the Clerk in the first instance.

In all cases, the council will endeavour to resolve all formal complaints as quickly as possible.

The Clerk will lead the investigation into the complaint along with 3 named councillors appointed by the Chairman.

In all cases, the council will treat your complaint in confidence and adhere to current Data Protection Regulations so your identity will not be disclosed unless you choose to waive your right to anonymity.

Once the investigation is complete, we will write to you to advise whether your complaint has been upheld or dismissed. We will give you reasons for our decision along with details of any action the council will take. We will also outline the appeals procedure to you.

What happens next?

If you are dissatisfied with the outcome of your complaint, you should put your concerns in writing to the council and it will be considered by 3 councillors different from above "the appeals panel" who were not involved in the original complaint investigation. The Clerk may be asked to investigate if appropriate.

The appeals panel will look at all the information relating to your complaint and may contact you for further information or invite you to attend a meeting for further discussion. You are welcome to bring a representative with you should you wish.

The appeal panel will notify you of its' decision within 20 days.

The decision of the appeals panel is final.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk and/or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Assurances

All complaints will be dealt with confidentially within the Council's offices. The Council will not reveal your personal details to an outside party without your permission.

This complaints procedure ensures that your complaint will be dealt with as quickly and as fairly as possible.

The Council will use your complaint to help improve our services and to avoid similar problems in the future.

Your complaint will be investigated by the Parish Clerk personally or by the Chairman and Vice Chairman of the Full Council if the complaint is about the Parish Clerk.

Contacts

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OWSLEBURY& MORESTEAD PARISH COUNCIL



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Equality and Diversity Policy

Adopted on 10 October 2022

Reviewed 9 October 2023

Reviewed 14 October 2024

Reviewed 13 October 2024



1) Introduction

- i) Owslebury and Morestead Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant, member of staff, or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees and volunteers are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Council has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- iv) All employees, workers, volunteers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
- v) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

2) Our Commitment as an Employer



- i) To create an environment in which individual differences and the contributions of our staff and volunteers are recognised and valued.
- ii) Every employee, volunteer, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Training, development and progression opportunities are available to all staff and volunteers.
- iv) Equality in the workplace is good management practice and makes sound business sense.
- v) We will review all our employment practices and procedures to ensure fairness.

3) Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) This policy will be monitored and reviewed annually.
- iv) We have clear procedures that enable our clients, volunteers, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- v) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and



- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information.

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Parish Council.

GENDER

We will:

- challenge discriminatory assumptions about women, ~~and~~ men or those that identify as non binary;
- take positive action to redress the negative effects of discrimination against women, ~~and~~ men or those that identify as non binary;
- offer equal access for women, ~~and~~ men and those that identify as non binary to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of all types of sexual orientations; and
- promote positive images of all types of sexual orientations.

RELIGION OR BELIEF



We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

EQUAL PAY

We will:

- ensure that all employees, male ~~or~~ female or non binary, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted by Council on 11 October 2021

Reconfirmed 10 October 2022

Reconfirmed 11 September 2023

Reviewed 14 October 2024

[Reviewed 13 October 2025](#)



1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained - and for how long; or
 - Disposed of - and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.



- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix 1: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.



5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of a dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted, steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 ~~Records should be maintained of appropriate disposals. These records should contain the following information:~~

- ~~The name of the document destroyed.~~
- ~~The date the document was destroyed.~~
- ~~The method of disposal.~~

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6. Data Protection Act 1998 - Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as

Data that relates to a living individual who can be identified:

a) from the data, or



b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.
- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- Local Council Administration, Charles Arnold-Baker, 10th edition, Chapter 11
 - NALC LTN 40 - Local Councils' Documents and Records, January 2013
 - NALC LTN 37 - Freedom of Information, July 2009
 - Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000



9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for the retention or disposal can be found in Appendix 1: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

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