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WINCHESTER CITY COUNCIL

UPPER MEON VALLEY WARD – PARISH UPDATE – APRIL 2026

Local Government Reorganisation

As you will have seen in the media, the Government's proposal for reorganising local government in Hampshire and the Isle of Wight was announced in a letter from Steve Read, the Secretary of State for Housing, Communities and Local Government to council leaders in the area on 25th March 2026. He prefaced his decision by stating that:

“Reorganisation must also respect local identity, and the distinctive nature of the rural, urban and coastal communities across our country. We want to see councils that are connected to their local residents and communities; councils that mean something to the people they serve.”

The option selected is one of those proposed by Eastleigh, Fareham, Hart, Havant and Rushmoor borough and district councils and Portsmouth and Southampton city councils. Aside from the Isle of Wight remaining unchanged as a unitary authority, the option creates:

- A north Hampshire authority, comprising the present areas of Basingstoke & Deane, Hart and Rushmoor district councils;
- A south-east Hampshire authority, comprising the present areas of Portsmouth city, Fareham, Gosport and Havant boroughs, together with Newlands parish (currently in Winchester) and Horndean, Rowlands Castle and Clanfield parishes (currently in East Hampshire);
- A south-west Hampshire authority, comprising the present areas of Southampton city and Eastleigh borough, together with Totton & Ealing, Marchwood, Hythe & Dibden and Fawley parishes (currently in New Forest district) and Nursling & Rowqnhams, Valley Park and Chilworth parishes (currently in Test Valley district);
- A mid-Hampshire authority, comprising the present areas of East Hampshire, Winchester, Test Valley and New Forest districts, less those parishes passing to the SE and SW authorities.

Whether this ‘slicing and dicing’ meets the objective quoted above we leave to you to debate.

There will be elections next year for the new authority, which will act as a ‘shadow authority’ until formally vested in 2028. We are told that this year’s elections will be the last for both the City and County Councils, suggesting that those City Council members in wards that would have had elections in normal course in 2027 will now run on through the final year of that authority.

Each of the four new authorities will be granted at least £900k in transition funding. This is in addition to the announced £17.8M to be released to the shadow Hampshire and Solent Combined County Authority in the two years prior to the Mayoral elections in 2028. The full delegation to the Mayor will be £1.3Bn over 30 years.

It is simply too early to say how our area will be represented in the new authority; this will form part of the not inconsiderable work that officers now have in train for the transition and we will, of course, continue to keep you informed as best we can.

Planning

The new Winchester District Local Plan was adopted by the full council on 25th March 2026, albeit that it covers only small parts of Upham, Owslebury, Tichborne and Cheriton parishes and is therefore now in force.

The final draft of the revised South Downs Local Plan before it is examined in public by an Inspector (known as the 'Reg 19 draft') was agreed by the SDNPA on 20th March 2026 and will be released for public consultation in early May. Contrary to earlier expectation that this would be a relatively light-touch review of the extant plan most of the policies have been revised in the light of comments received in the 'Reg 18 draft' consultation and is therefore worth a further review by parishes when it goes 'live' on the SDNPA website.

Registration, Postal and Proxy Votes

A final reminder of the deadlines for registering to vote and applying for postal or proxy votes in this year's May elections:

- Registering to vote: 2359 on 20th April
- Requesting a Postal Vote: 1700 on 21st April
- Requesting a Proxy Vote: 1700 on 28th April.

Guidance for all of these is available on the gov.uk website.

Neil Bolton
Jerry Pett

1 April 2026 (but after 1200!)

MEETING REPORT: Community Engagement

DATE: 13 April 2026

WRITTEN BY: The Clerk

AGENDA ITEM: 165

The Community Engagement Officer has reviewed how many residents receive the Parish Council Newsletter and are subscribed to the Owslebury Information Service (OIS).

There are 344 properties in the village. Until this edition, 297 properties were receiving the Newsletter, representing 86% of households. The majority of properties not currently receiving the Newsletter are located in the Marwell, Portsmouth Road, and Upham areas. To address this, I have asked our ACSO to ensure delivery to these properties going forward.

This edition of the Newsletter included a newly designed contact page. By scanning the QR code, residents are directed to a webpage where they can sign up to the OIS, visit the Parish Council website, and follow the Instagram page. The page also includes the Clerk's email address and phone number, which can be clicked to open an email or initiate a call. I intend to print and display this page on village noticeboards.

Of the 344 properties, 108 are currently subscribed to the Owslebury Information Service, representing 31% of households. Unfortunately, I am unable to analyse this data further, as advanced analytics on Mailchimp are now a paid feature, and the free access has expired.

The Instagram page currently has 116 followers. Approximately 30 of these are village residents (around 9% of households), with the remainder consisting of local businesses, other councils, the school, our MP, and local influencers.

My aim for Instagram is to engage with local businesses through collaboration, introduce features such as "Throwback Thursday" showcasing historical images of Owslebury, and highlight local footpaths and walks. This content will also be shared via the OIS.

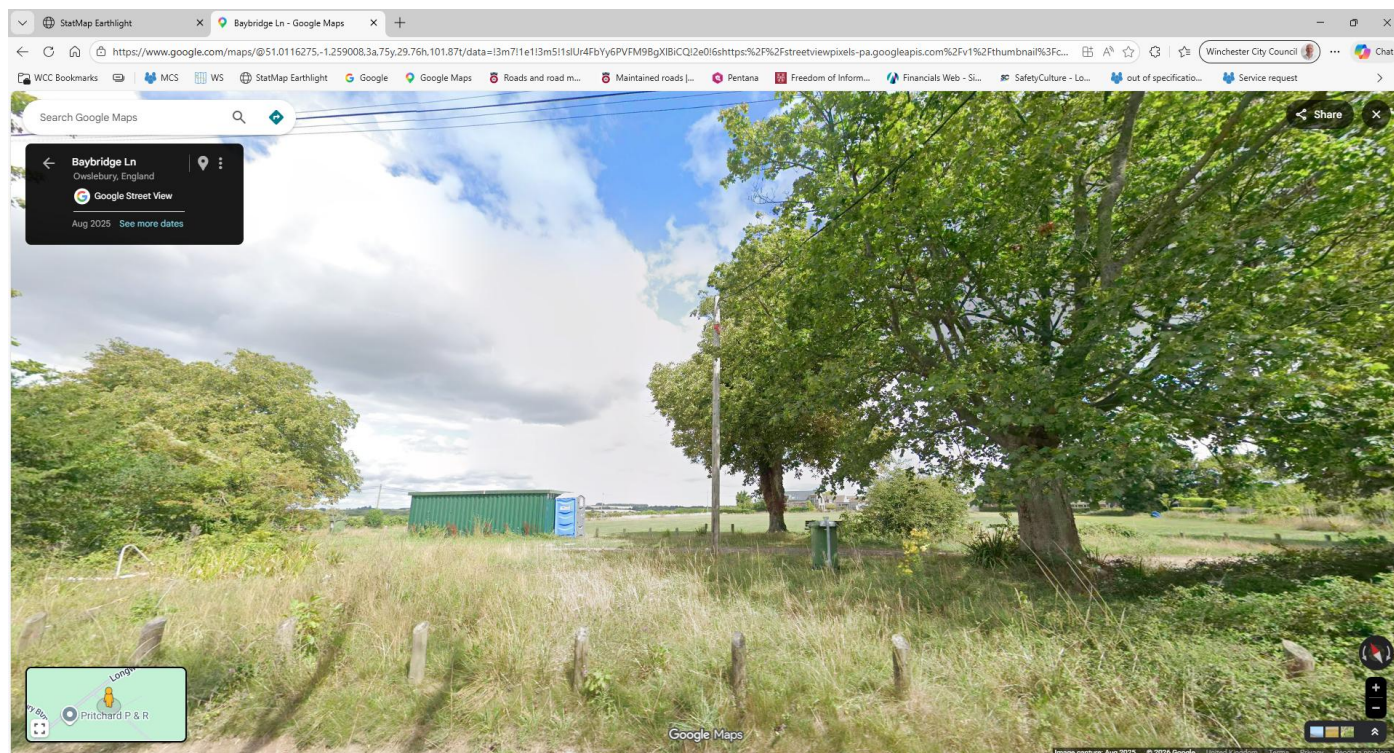
In addition, local groups regularly contact me to share information through the OIS and Instagram, which is facilitated. All Parish Council communications are also distributed via these channels.

I would welcome any suggestions from councillors on further ways to raise the Parish Council's profile.

Owslebury Bins as March 2026

The 3 Dog Bins are highlighted in yellow and the Parish is re-charged to have them emptied whilst WCC pick up the emptying cost for the 7 Dual Purpose Bins.

Reference	Emptying Frequency	Location			
Bin0419	Weekly	Winchester Road (B2177)	Owslebury	Schedule 05	Winchester
Bin0414	Weekly	Main Road	Owslebury	Schedule 05	Winchester
Bin0415	Weekly	Main Road	Owslebury	Schedule 05	Winchester
Bin0410	Weekly	Pitcot Lane 50ltr metal	Owslebury	Schedule 31	Parish
Bin0416	Weekly	Main Road	Owslebury	Schedule 05	Winchester
Bin0413	Weekly	Hilly Close	Owslebury	Schedule 05	Winchester
Bin0411	Fortnightly	Beech Grove 120ltr plastic	Owslebury	Schedule 31	Parish
Bin0417	Weekly	Baybridge Lane	Owslebury	Schedule 05	Winchester
Bin0412	Weekly	Baybridge Lane 50ltr metal	Owslebury	Schedule 31	Parish
Bin2318	Weekly	Main Road	Owslebury	Schedule 05	Winchester
Bin2319	Weekly	Baybridge Lane	Owslebury	Schedule 05	Winchester





Date: 27 March 2026

Author:

Team:

Scale: 1:5000

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Owslebury Primary School

Headteacher Mrs Lucy Chaplen

Beech Grove, Owslebury, Hampshire, SO21 1LS
Telephone: 01962 777452

Email: adminoffice@owslebury.hants.sch.uk
Website: www.owslebury.hants.sch.uk

13th March 2026

Dear Members of the Parish Council,

Request to Repaint 'School Keep Clear' Road Markings and Improve Signage

On behalf of the Governing Body of Owslebury Primary School, we are writing to raise a matter of concern regarding road safety outside the school.

Over recent months we have observed an increasing number of vehicles travelling at excessive speeds past the school, particularly during morning drop-off and afternoon collection times. This poses a significant safety risk to pupils, parents, staff, and other pedestrians who use the area at these busy periods.

In particular, the existing "School Keep Clear" road markings outside the school entrance have faded considerably and are now difficult for drivers to see. We believe that repainting these markings would provide a clearer visual reminder to motorists that they are approaching a school and should exercise greater caution.

We would therefore be grateful if the Parish Council could consider:

- **Repainting the "School Keep Clear" road markings** outside the school entrance; and
- **Reviewing and, where appropriate, increasing road signage** warning drivers of the presence of the school and encouraging reduced speeds.

Improving the visibility of these measures would greatly assist in promoting safer driving behaviour and help protect children and families travelling to and from school each day.

The Governing Body would welcome the opportunity to discuss this further and would be happy to provide any additional information that may assist.

Thank you for your continued support of the school and the wider village community.

Yours faithfully,

Allison Jordan Chair of Governors

Lucy Chaplen

Headteacher

For and on behalf of the Governing Body Owslebury Primary School

Playground Survey

How often do you use the playground at Hilly Close

What is your favourite piece of equipment

How would you feel if the Green Climbing Frame was removed

Would you like to have an area with a basketball hoop, football goal and cricket stumps in it.

What other pieces of playground equipment would you like to have in the playground

What is your least favourite piece of playground equipment

Do you enjoy going to the playground

Dear Consultee,

Proposed Diversion of Footpath Owslebury 185/35/a/1

at Marwell Farmhouse, Owslebury, Winchester SO21 1JG

My clients, are intending to apply to Hampshire County Council for the formal diversion of a short length of Footpath 35 as shown on the attached plan. Hampshire County Council have agreed that I may carry out an informal pre-application consultation for any comments you may have.

The application is to rectify an anomaly between the definitive line and the line set out on the ground and which has been used by the public for some years. The walked route is that which was in place at the time that my clients purchased their property and the anomaly has only recently come to light.

The plan attached shows the unbroken line of the footpath as taken from the Definitive Map and which has been confirmed by Hampshire County Council following a site inspection in January 2026. It was recorded on the Definitive Map as a consequence of a diversion order made in 1988. Mature vegetation and longstanding fencing mean that this route has not been physically available for many years.

The walked route, shown by a dashed line, is well established and the anomaly in the alignment on the ground does not appear to have raised any concerns with walkers. The affected length of the footpath is 60 metres. The unaffected footpath is shown by the dotted lines on the plan.

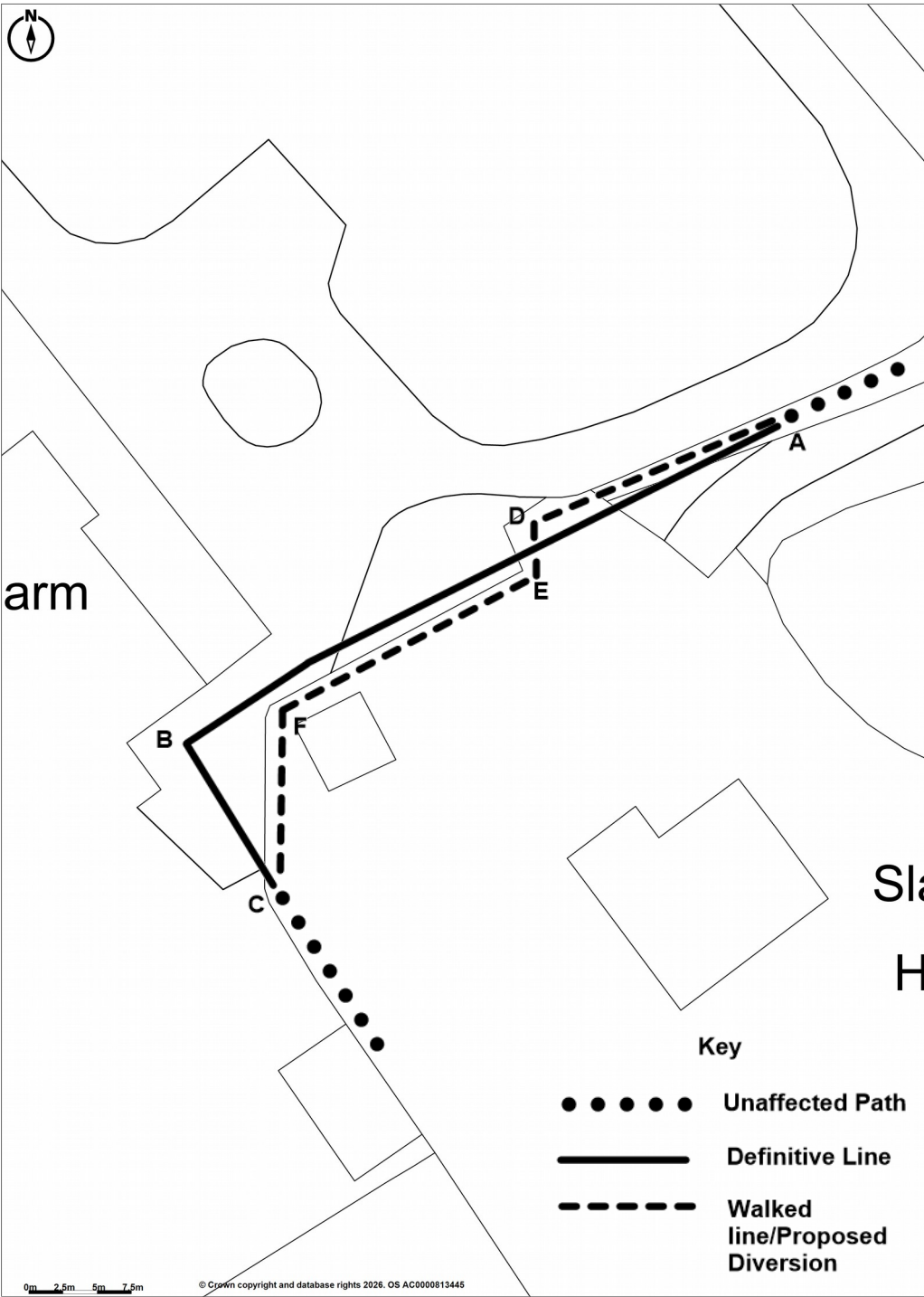
The width of the walked route varies with pinch points at 1.5 metres. Generally, a width of between 1.7 and 2.0 metres is available. The County Council have a width of 1.8 metres recorded for this section from the Diversion Order.

As aligned on the Definitive Map, the path does enter and then exit a small area of hardstanding immediately adjacent to my clients home (around point B on the plan). It would therefore have a significant impact on them if it were to be opened up.

There are no structures on the proposed diversion route. The ground is flat and the surface is grass which is consistent with the path at point A and at point C on the plan.

I would be grateful for any comments you might have on the proposal by 30 April 2026. Should more time be needed please let me know.

Footpath Owlesbury 185/35/a/1 - Proposed Diversion to correct alignment issues.



Owslebury Parish Council
2025/26

PAYMENTS	Amount (£)	Payee	Payment Type
215	7.63	3 Phone	DD
216	103.69	Elementor - Website building Pro	CC
217	22.92	IONOS - Domain/ Manged Word Press	DD
218	90.00	Sentry Storage	
219	4.25	Bank Charges	DD
220	6.00	IONOS - Wordpress Hosting	DD
221	135.78	Phil Space - Toilet	
222	3,468.00	C&D Trees	
223	273.00	EM Arts	
224	559.00	Clerks Salary	
225	182.07	HMRC	
226	59.25	Clerks Expenses	
227	195.00	WCC - Dog Bins - Q4	
228	29.01	OPHMC - Meeting Expense	
229	1,379.73	Swanmore PC	

Voucher	Amount (£)	Payee	
RECEIPTS			
45	129.93	CCLA Interest	
46	210.45	Repair Café Donations	
47	1,562.65	Xmas Lights - Donation	
48	50.00	Xmas Lights - Donation	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/03/2026

CASH BOOK BALANCE		£	£
Balances 1st April 2025			62,981.59
income			59,227.90
expenses			-75,816.07
CASH BOOK BALANCE			46,393.42
add o/s payment			6,488.16
Less OPHMC Credit note			
less o/s receipts			
Control total			52,881.58
BANK STATEMENTS			
Treasurers account	52,881.58		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			52,881.58
Difference			-0.00

2. SHORT TERM DEPOSIT

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

3. TOTAL OF BANK AND SHORT TERM DEPOSITS	91,393.42
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PO Box	285	294	300	315	330	354	450	372	83	
Street Lighting	118	82	274	266						
Land Registry				3	268	0	20	0	0	
Election Costs						0		0		
Shredding						0		0		
Local Council Award Scheme						50		0		
Bank Charges						4	120	51	43	
Storage Costs								713		Cost for storage facility for PC papers
General Maintenance										
Grass Cutting	1,620	1,860	2,615	1,495	2,005	1,750	2,500	1,870	75	
Dog Waste Collections	660	885	660	585	585	780	700	975	139	Q4 for 2024/25 charged in 2025/26
Play Area Repairs & Inspections	667	2,185	79	1,079	6,312	1,426	3,000	3,728	124	New Playground equipment from earmarked reserves
General Maintenance / Repairs	216	265	261	316	411	0	500	0	0	
Tree Works			2,150	320	0	650	500	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	8	Taken £150.00 for Tommys
Defib							150	271	181	Had to get battery and ipads
Subscriptions										
Hampshire Association of Local Councils (HALC)	280	270	294	296	351	336	350	426	122	Paid extra £59 to become a member of NALC
Society of Local Council Clerks (SLCC)				230	139	144	150	150	100	
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	100	
Information Commissioner	35	35	35	35	35	35	35	47	134	Price increase
Parish Online	75	75	75		75	75	75	75	100	
Survey Monkey			320							
Grants						1,695	2,000		95	
St Andrew's Church	400	525		400	1,000			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							200		£61.15 from ring fenced money (community Bus) - Money for petrol for seniors outings
Winchester Villages Trust					32					
Life Education Wessex					100			155		
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	1,809	181			From GrOws Budget	
Christmas Lights					747								
Jubilee Trees						440							
New Play Equipment													
Resurfacing Rights of Way							5,000						
War Memorial								248				£248.00 From ring fenced reserves	
Remembrance Day								41				For Poppies	
Trail Cameras								216				Grant Received from County Councillor	
Xmas Lights								722				From Ring Fenced Reserves	
Pavilion													
Water													
Electricity													
Container & Paint					1,706								
Removal of Pavilion					6,300								
Toilet for Sports Ground													
Professional Fees for Pavilion Planning App						1,289	1,500	1,947	130			Due to stolen toilet	
Tree Consultation for Planning App								3,216				From Earmarked Reserves Pavilion	
Tree Works								745				From Earmarked Reserves Pavilion	
Pitch Marking & painting & Grass Cutting								2,890				From Earmarked Reserves Pavilion	
Football Goals								1,023				From Earmarked Reserves Pavilion	
Signs								741				From Earmarked Reserves (playground Equipment)	
Meeting Expenses								20				From Earmarked Reserves Pavilion	
Benches & Umbrellas for Sports Field								17				From Earmarked Reserves Pavilion	
VAT Paid	1,164	2,414	3,209	3,876	4,088	3,314		5,703					
Total Expenses	24,110	27,577	34,172	41,484	45,252	38,715		44,883	55,816				
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-23	17,501		5,219	3,412				

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	3,412
Closing reserves at 31st March	72,396	75,088	73,938	70,502	70,480	87,981	91,393

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
Ring fenced	
Xmas lights (public funding)	3,121.62
Xmas lights (private funding)	0.00
Community bus (private funding)	0.00
Playground fund raising	5.27
Lengthsman	0.00
WW1 & DD Day events	0.00
CIL Money	0.00
GrOws	994.10
Total ring fenced	4,120.99
Ear marked	
Play Area Equipment	2,765.56
Bench for Playground	1,000.00
Pavilion	17,090.00

Beech Grove	14,900.00
Total ear marked	<u>35,755.56</u>
General reserve	51,516.20
Total reserves	91,392.75

Dear Juanita,

We would like to ask if the Parish Council would be prepared to give the Christmas Lights Committee £250 as part of our fundraising activities this year. We only fundraise every four or five years and we have had a lot of expense this season with new cables and bulbs and a brand new system in the "pub tree" which looked lovely. We had a "switching on" ceremony with around 100 villagers turning up highlighting how the lights are loved.

We are rebuilding our funds, and have already identified several things we will need to do as we enter the 2026 season later in the year.

Many thanks for your consideration.

Yours sincerely

The Christmas Lights Team.

RISK ASSESSMENT AND INTERNAL CONTROLS FOR OWSLEBURY PARISH COUNCIL 2025

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
Assets	Protection of physical assets	Medium	<ul style="list-style-type: none"> Asset register reviewed annually by Full Council. The Council's assets are all insured. Streetlamps have historically not been insured. New assets are added to the insurance policy when acquired. Land is registered with the Land Registry. 	<ul style="list-style-type: none"> Insurance policy reviewed annually by Full Council. Asset register reviewed annually by Full Council. Asset register updated when required. Regular inspection of the Council's assets. Repair and maintenance programme for assets.
	Maintenance of play area and open spaces	High	<ul style="list-style-type: none"> Biweekly visual inspections carried out by ASCO. 2 inspections carried out by independent inspector per year. Adequate repair and maintenance programme in place. Budgeting for maintenance annually. 	<ul style="list-style-type: none"> Medium and high risks are actioned accordingly. Adequate budget for repairs. The inspection reports are reviewed by the Full Council and actioned accordingly. Records are available for inspection. Works are checked on a regular basis by the Clerk.
Finance	Banking	Medium	<ul style="list-style-type: none"> Bank accounts are held with Lloyds. The Lloyds account requires payments to be completed by 2 Cllrs. A high interest deposit account is held with CCLA. Reserves Policy in place and reviewed annually. Financial Regulations to be followed and reviewed annually. An internal auditor has been appointed to carry out an audit report. Payments are present to Full Council monthly, and 2 Cllrs are appointed to complete the payment process. Insurance in place. 	<ul style="list-style-type: none"> RFO appointed. Statements are received monthly, and the bank reconciliations and statements are verified by the Full Council monthly and signed and dated by the Chairman. Financial Regulations and risk assessment for on-line banking to be reviewed regularly. Account signatories to be reviewed and approved annually by Full Council. Internal and external auditors appointed. Annual review of the internal controls. Quarterly review of the Actual to Budget by Full Council.
	Loss of income or need to provide	Medium	<ul style="list-style-type: none"> Minimal potential impact - no insurance required. 	<ul style="list-style-type: none"> Insurance documents reviewed annually by Full Council.

OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	essential services consequent upon critical damage, loss or non-performance of third party.		<ul style="list-style-type: none"> • Reserves Policy in place. • All contractors provide proof of public liability cover. 	<ul style="list-style-type: none"> • General reserves to be held according to the policy. • Council to ensure that contracts in excess of £500 are suitably worded. • Staff to keep evidence of insurance and risk assessments for all contractors.
	Loss of cash through theft or dishonesty	Medium	<ul style="list-style-type: none"> • Regular payments are encouraged to be via bank transfer. • No petty cash held. • Fidelity Guarantee insurance in place to cover all money held by the Council. 	<ul style="list-style-type: none"> • Insurance documents reviewed annually by Full Council. • References to be obtained for staff. • Payments are published in the minutes, which are placed on website • Clerk to be accompanied to the bank when banking more than £500 of cash. • Encourage the use of bank transfers • Monthly bank reconciliation completed by RFO and approved by Full Council.
	Financial control and records	Medium	<ul style="list-style-type: none"> • Monthly bank reconciliation to be prepared by the Clerk, verified by Full Council and signed and dated by the Chairman <u>and another councillor once every 3 months.</u> • Monthly payments of account to be signed and dated by the Clerk and presented at Full Council meetings, a resolution agreed and then signed by the Chairman <u>or another councillor.</u> • Two Cllrs to verify the invoices presented for payment and to sign the payment sheet. Payments are set up by the Clerk and finished by two appointed Cllrs. • Internal auditor appointed. • Financial approvals and expenditure to be filed with the invoices. 	<ul style="list-style-type: none"> • RFO and internal auditor appointed. • Financial Regulations to be reviewed annually. • Annual review by internal and external auditor and their reports to be presented to the Full Council. • Signatories on the accounts to be reviewed annually. • Clerk to present quarterly the actual to budget expenditure and a statement of variants to the Full Council.
	Comply with HMRC regulations	High	<ul style="list-style-type: none"> • VAT returns are completed by the Clerk quarterly. • Pay roll is run by the Clerk and checked by the Chairman and Vice Chairman. It is submitted monthly online and the employer's annual return is submitted within the prescribed time frame. • Internal and external auditor appointed. 	<ul style="list-style-type: none"> • VAT returns are reconciled with all bank accounts and reported to the Council. • Checked by the internal auditor.

OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Sound budgeting to underlie annual precept	Medium	<ul style="list-style-type: none"> All monies spent against the budget to be in accordance with the Financial Regulations. Budget preparation annually <u>in January</u>. Asset register updated and reviewed annually. Internal auditor appointed. Training available and encouraged for staff and Cllrs. Details of earmarked <u>,ringfenced and general</u> reserves in the budget. 	<ul style="list-style-type: none"> Full Council draft budget for the three-year forecast to be prepared in accordance with the Financial Regulations and approved at the <u>December-January</u> meetings. Salary budgets to be reviewed at least annually for the following financial year. Final budget and proposed precept to be approved by the Full Council during the January meeting. Clerk to report expenditure against the budget and explanation of material variances quarterly. Reserves reviewed annually and changes in earmarked reserves are approved by Full Council. Appoint an internal auditor and act in accordance with their recommendations. Full Council to approve subscriptions annually.
	Complying with borrowing restrictions	Low	<ul style="list-style-type: none"> No borrowing at present. 	
Liability	Risk to third party, property or individuals	Medium	<ul style="list-style-type: none"> Insurance cover for public liability in place. Risk assessments carried out and reviewed when required. Health and Safety Policy in place which is reviewed annually. Clerk acts as the H&S Officer. Tree and Memorial inspections in place. Ensure all contractors have adequate insurance. 	<ul style="list-style-type: none"> Health and safety matters to be reported to Full Council. Insurance documents reviewed by Full Council annually. Health and Safety Policy to be reviewed annually.
	Legal liability as consequence of asset ownership	High	<ul style="list-style-type: none"> Insurance is in place. 6 monthly checks are in place for the play equipment. Risk assessments in place and reviewed. Trees investigated when damage reported. Tree survey carried out in 2024 	<ul style="list-style-type: none"> Insurance documents to be reviewed by Full Council annually. ACSO carries out a biweekly visual inspections on the play areas and a 6 monthly inspection

OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
			and recommended works actioned. Next Tree survey to be carried out in 2026 and every 2 years.	is carried out by a play area inspector. Reports are reviewed, work actioned if needed and records filed. <ul style="list-style-type: none"> • Council to act on the recommendations in the tree survey.
Employer Liability	Comply with employment law	Medium	<ul style="list-style-type: none"> • As a member of Hampshire Association of Local Councils (HALC), National Association of Local Councils (NALC) and Society of Local Council Town Clerks (SLCC) their advice can be sought. • Compliance with Employment Law and Health and Safety regulations. • Equality and Diversity Policy in place. • Health and Safety Policy in place. • Insurance in place. • Staff contracts to be updated when required. • All members of staff to be given a contract of employment on appointment. • Employer's liability insurance cover. 	<ul style="list-style-type: none"> • Annual renewal to these organisations to be presented to the Full Council. • Policies to be reviewed annually. • Professional advice to be requested when needed. • Training available for Clerk and Councillors • Insurance documents reviewed annually by Full Council. • Annual review of Health and Safety Policy.
	Comply with HMRC requirements	Medium	<ul style="list-style-type: none"> • Regular advice is issued by HMRC. • Internal and external auditor to carry out annual checks. • Pay roll to be maintained as required by the Inland Revenue. 	<ul style="list-style-type: none"> • Reports from the auditors to be presented to the Council. • Payroll is checked by the Chairman and Vice Chairman
Legal Liability	Ensuring activities are within legal powers	High	<ul style="list-style-type: none"> • Clerk to clarify legal position on any new proposals when required. 	<ul style="list-style-type: none"> • Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes	Medium	<ul style="list-style-type: none"> • The Full Council meets every month. Minutes of all the previous meetings are always received, approved and signed by the Chairman of the Council. Minute pages are numbered correctly. 	<ul style="list-style-type: none"> • Draft minutes are added to the website when circulated to Councillors and updated when approved. • Hard copies of the approved minutes and appendices are stored in the Clerks house <u>and the secure lock up.</u>
	Proper document control	Medium	<ul style="list-style-type: none"> • Land and buildings registered at Land Registry and copies kept in files. 	<ul style="list-style-type: none"> • Spot checks by a nominated Councillor.

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AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
Council	Councillors' obligation to declare DPI's	High	<ul style="list-style-type: none"> Councillors to complete Declaration of Pecuniary Interests (DPI) forms which are returned to Winchester City Council and should be updated by Councillors as and when required. DPI's to be declared at meetings when necessary. Councillors to inform the Clerk of any gifts and hospitality received. 	<ul style="list-style-type: none"> Councillor DPI forms available on Winchester City Councils website and the Council's website. DPI's to be noted in the minutes. Records to be kept of gifts and hospitality received.
	Council acting improperly	High	<ul style="list-style-type: none"> Councillors are to follow the adopted Code of Conduct. Procedures to be followed as detailed in Standing Orders, Financial Regulations, Terms of Reference for Committees and all other approved policies. All Council decisions are recorded in the meeting minutes. Training for Cllrs and staff available and encouraged. Advice available from HALC, NALC and SLCC. Scheme of delegation in place. Legal expenses, fidelity guarantee and libel and slander insurance cover in place. All documents relating to Council business to be held in at the Clerks house and the secure lock up in an orderly system and destroyed according to the Document Retention Policy. 	<ul style="list-style-type: none"> Appointment of suitably qualified staff. Clerk to advise the Council to ensure it is complying with relevant legislation. The approved Code of Conduct should be followed and reviewed and updated on a regular basis. Breaches to the Code to be reported to the Monitoring Officer. Standing Orders, Financial Regulations, Terms of Reference, Complaints Procedure and all other policies are reviewed and approved annually. Council decisions are clearly minuted and the minutes are kept for future reference. All Cllrs to complete DPI forms and to attend training as per Standing Orders. The Transparency Code is adhered to. Membership of ICO renewed annually. Insurance documents reviewed annually by the Full Council.
	Discrimination – the Council or its employees acting in a discriminatory and/or illegal manner	Medium	<ul style="list-style-type: none"> The Council will act in accordance with current best practice. Equality and Diversity Policy in place. 	<ul style="list-style-type: none"> The Council will endeavour not to discriminate in any of its dealings and actions. The policy is reviewed annually.

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AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Data Protection	Medium	<ul style="list-style-type: none"> The Council is registered with the Data Protection Agency and has a Data Protection Policy. 	<ul style="list-style-type: none"> Annual renewal of registration to be confirmed at a Council meeting along with approval of the policy. The Council has appointed a Data Protection Compliance Officer to comply with the GDPR and will make other relevant changes to the way it conducts its business to comply.
	Freedom of Information Act	Medium	<ul style="list-style-type: none"> The Council has a model publication scheme published on the website. 	<ul style="list-style-type: none"> The Parish Clerk will report to the Council any requests made under the FOI Act and the scheme is reviewed annually.
	Loss of records	Medium	<ul style="list-style-type: none"> The Council's records are stored either on paper, electronically or both. All paperwork is stored in locked cabinets where possible. 	<ul style="list-style-type: none"> Electronic files are stored in the Cloud. Council documents are held according to the Document Retention Policy. The Data Protection Policy is reviewed annually. Proper handover and induction for new staff.
	Loss of key staff	Medium	<ul style="list-style-type: none"> Most of the Councils work can be carried out by each member of staff. In the absence of staff, a Councillor or Locum Clerk will provide cover. Appropriate notice periods in staff contracts. All documents stored in OneDrive. In the event that something happens to the Clerk all passwords are written down and kept in an envelope and stored with the Chairman (as per HALC's recommendations) 	<ul style="list-style-type: none"> All holiday requests to be made with notice. Proper handover and inductions for new staff.
	IT failure or theft	Medium	<ul style="list-style-type: none"> All data is stored on OneDrive. All computers are password protected. 	<ul style="list-style-type: none"> Staff to protect passwords. All devices have anti-virus software.
	Business Continuity	Medium	<ul style="list-style-type: none"> Scheme of delegation in place. Insurance in place. Member of HALC <u>and NALC</u>. Clerk is a member of SLCC. Risk assessments. 	<ul style="list-style-type: none"> Scheme of delegation reviewed annually. On-going staff training. Risk assessments updated annually. Staff to follow national rules and guidelines.
	Slandorous / libellous	Low	<ul style="list-style-type: none"> Insurance is in place for libel and slander. 	<ul style="list-style-type: none"> The insurance policy is reviewed annually by the Full Council.

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AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	statements by employees / Councillors			
	Inability of the Council to make decisions due to national crisis		<ul style="list-style-type: none"> • Scheme of Delegation 	<ul style="list-style-type: none"> • Regular Review of the Scheme of Delegation
Contractors	Inadequate contracting arrangements and poor contractors' performance	High	<ul style="list-style-type: none"> • Procedures to be defined in Council Standing Orders. • All contracts to be authorised by the Council and reviewed annually. • Performance to be monitored by Council staff. 	<ul style="list-style-type: none"> • Procedures to be reviewed annually by the Council. • Contracts to be reviewed annually by the Clerk and reported to the Council prior to renewal. • Inadequate performance to be reported to the Council immediately following detection for a resolution.

Reviewed and approved at The Full Council meeting held on 17 April 2023, ~~and 4 April 2024, and 14 April 2025~~ and 13 April 2026.

To be reviewed yearly

PUBLICATION SCHEME

Adopted by the Council on 9 June 2014

Re-confirmed on 14 Feb 2022

Reviewed on 17 April 2023

Reviewed on 4 April 2024

Reviewed on 14 April 2025

Reviewed on 13 April 2026

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Freedom of Information Act 2000

The Council's policy is based upon the model publication scheme prepared and approved by the Information Commissioner.

The publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The policy commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this policy.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this policy.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this policy will be made available.

The Council will indicate clearly to the public what information is covered by this policy and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this policy.

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

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Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament, published under this policy

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

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Information available from Owslebury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website/hard copy	10p
Who's who on the Council	Website/electronic/hard copy	10p
Contact details for staff and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy	10p
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/electronic/hard copy/minutes	10p
Annual return form and report by auditor	Website/electronic/hard copy/noticeboard	10p
Finalised budget	Electronic/hard copy/minutes/Website	10p
Precept	Electronic/hard copy/minutes/AGAR/ Website	10p
Financial Regulations and Standing Orders	Website/electronic/hard copy	10p
Grants given and received	Website/electronic/hard copy/minutes and year-end accounts	10p
List of current contracts awarded and value of contract	Electronic/hard copy/minutes	10p
Members' expenses	Website/electronic/hard copy/minutes	10p
Class 3 – What our priorities are and how we are doing	Hard copy/minutes /Website	10p



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(Audits, inspections and reviews)		
Annual Report to Parish Assembly	Website/electronic/hard copy	10p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic	10p
Timetable of meetings	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy/noticeboards	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Responses to consultation papers	Electronic/hard copy/minutes	10p
Responses to planning applications	Electronic/hard copyWinchester/SDNP website/minutes	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website/hard copy/electronic	10p
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity policy	Contained in Standing Orders/Financial Regulations/minutes Website/electronic/hard copy	10p



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Health and Safety policy	Website/electronic/hard copy	
Risk Assessments	Website/electronic/hard copy	
Recruitment Policies (including current vacancies)	Electronic/hard copy	
Policies and Procedures for handling requests for information	Contained in minutes	
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website/electronic/hard copy Website/electronic/hard copy	
Subject Access Requests Policy	Website/electronic/hard copy	10p
Records Management Policies (records retention, destruction and archive)	Website/electronic/hard copy	10p
Data Protection Policies	Website/electronic/hard copy	10p
Schedule of charges (for the publication of information)	Website/electronic/hard copy	10p
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy/website;(some information may only be available by inspection)	10p
Assets Register	Electronic/hard copy/website and year-end accounts	10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Electronic/hard copy	10p
Register of members' interests	Winchester City Council website/website	
Register of gifts and hospitality	Hard copy/electronic	10p
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy/website; (some information may only be available by inspection)	10p
Parks, playing fields and recreational facilities	Website/hard copy/electronic	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic/in minutes	10p



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Bus shelters	Hard copy/electronic/in minutes	10p
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Parish Clerk, Owslebury & Morestead Parish Council, PO Box 783, Winchester, Hants.
SO23 3RD.

clerk@owslebury-pc.gov.uk

Tel: 07869 814452

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage At cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		As per the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority



Owslebury Parish Council Reserves Policy

Adopted by the Council on 11 April 2022

Reviewed on 17 April 2023

Reviewed on 4 April 2024

Reviewed on 14 April 2025

Reviewed on 13 April 2026



INTRODUCTION

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Owslebury and Morestead Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and to ensure financial security but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The SAPP Practitioners Guide 2026 section 5.36 The Joint Panel on Accountability and Governance 'Practitioners' Guide March 2020 section 5.9 advises an authority should have in place a General Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves and are reviewed annually as part of the budget process this should be considered as part of the budgeting process. However, there is no specified minimum level of Earmarked reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions: -

- the expenditure must not be recurring.
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Full Council, so long as the total expenditure for the financial year is not exceeded.

TYPES OF RESERVES

Reserves can be categorised as earmarked, ring fenced or general.

EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

Earmarked reserves must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.



Earmarked reserves can be held for several reasons:

Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

Carry forward of underspend – where some expenditure to projects cannot be spend in the budget year. Reserves are used as a mechanism to carry forward these resources.

Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

RING FENCED

Ring fenced reserves are money or grants allocated for a specific project only.

GENERAL RESERVES

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

[The General Reserve should be maintained at between three and twelve months of net revenue expenditure.](#)

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to the Clerk in general reserves at all times.