

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH MEETING HELD ON
15th June 2026
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

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

In Attendance: Juanita Madgwick (Clerk) County Cllr Jonathan Williams

Also in Attendance: 5 members of the public were present.

19/26 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Simmons, District Councillors Pett & Ablitt.

20/65 RECEIVE DECLARATION OF INTERESTS RELATING TO ANY ITEM ON THE AGENDA

None

21/26 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 11 MAY 2026

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 11 May 2026, and the Council **Resolved**, unanimously, that they were a true record.

22/26 PUBLIC QUESTIONS AND COMMENTS

Planning:

Hilly Close:

The applicants went through their planning application.

Greener Landscape:

The applicant went through the reasons why they were changing the use of the building, this was to bring the building in line with current planning legislation.

Other Agenda Items:

None

23/26 PLANNING

a) PLANNING APPLICATIONS

SDNP/26/01732/CND	Northwood House, Owslebury Bottom, Owslebury, Hampshire, SO21 1LX
Proposal	Application Reference Number: SDNP/24/02376/FUL Date of Decision: 25/11/2024 Condition Number(s): Condition 2 - Updated plans to reflect the design changes

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Parish Council Comment	The Parish Council had 'No Comment' to make on this planning application
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SDNP/26/01741/HOUS	1A Hilly Close, Owslebury, Hampshire, SO21 1LW
Proposal	Erection of single-storey timber outbuilding (garage/store) for incidental domestic use following removal of existing shed and replacement of existing hardstanding.
Parish Council Comment	The Parish Council had 'No Comment' to make on this planning application

Winchester - 26/00883/VAR	Greener Landscapes Ltd Thompsons Lane Business Park Thompsons Lane Owslebury Winchester Hampshire
	Section 73 Application to vary condition 3 of planning application 15/00200/FUL, removing its ancillary association with the current use of the site, superseding uses classes A and B and replacing with Class E (a,c,d,e and g)
Parish Council Comments	The Parish Council had 'No Comment' to make on this planning application

b) PLANNING DECISIONS

SDNP/26/00895/FUL	Marwell Wildlife Thompsons Lane Owslebury Hampshire SO21 1JH
Proposal	2 no: small admissions kiosks with associated roof canopy and associated pedestrian entrance. Segregated entrance for vehicles and the existing road train between the pedestrian entrances.
Decision	Approved

The planning decisions we received and noted.

24/26 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

The Clerk had circulated the District Councillors report, which included information on Small Grants, the Meon Valley Bus, and the Hampshire Bus Action Group prior to the meeting which was received and noted (Appendix 1).

The County Councillor advised that he had checked with Hampshire County Council and they had not received the planning enforcement case from the Portsmouth Road from Winchester City Council, so he will raise this will Hampshire Enforcement. The Clerk suggested that this is also raised with environmental health.

The County Councillor advised that there is some patching work scheduled for the roads around Marwell soon, where they will repair the roads properly. This is expected to take up to 10 days.

25/26 HIGHWAYS

a) RECEIVE AN UPDATE ON BEECH GROVE PATHWAY IMPROVEMENTS

None

b) DISCUSS IMPLEMENTING AN OWSLEBURY TRAFFIC MANAGEMENT PLAN

The Clerk had circulated a report on a proposal for a Parish traffic Management Plan to be implemented to all prior to the meeting (Appendix 2).

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The Clerk went through the proposed traffic management plan, which would include key stakeholders such as the School, GrOws and local businesses. The plan would include Speedwatch, The Speed Indicator Signs and reporting the data, potentially implementing new road markings and pedestrian safety improvements including designated walking route and potential additional and or improved traffic signs.

The Clerk advised that she had contacted Beech PC as they had recently introduced a number of pedestrian safety and traffic calming measures. They were happy for the council to visit to share their experiences.

The Council **Resolved** unanimously to set up a Traffic Management Working Group which should include a representative from all stakeholders and residents of the village.

Action	By Whom
Set up a Traffic Management Plan Working Group	The Clerk

Councillor Foster went through his report on new locations for the Speed Indicator Signs (SID) to be located in the village. He has identified 10 locations in the village in the 30-mph area, 3 are the current locations and 7 are new locations. Of the 7 new locations identified each will need a new pole to be installed. Cllr Foster asked if the Council should wait to purchase the 2 new SID sign before or after the new locations had been agreed and the poles installed by Hampshire Highways.

The Council **Resolved** unanimously to apply for all 7 sites and ask for new poles to be installed for the SID's and to buy the SID's now rather than wait until the new locations and poles have been installed.

Action	By Whom
To purchase 2 new SIDS	The Clerk
To apply for 7 new locations and poles for SID signs	The Clerk

26/26 RECEIVE AN UPDATE FROM GROWS

As Cllr Simmons was not at the meeting there was no update from GrOws.

27/26 REVIEW THE ACTION PLAN

The Clerk had circulated the updated Action Plan for 2026/27 to all prior to the meeting (Appendix 3).

The Clerk went through the Action Plan, the council ask the Clerk to add 'set up a working group' under Traffic Calming and 'once pavilion is set up, the community shop will be reconsidered' under the Community Shop.

The Council **Resolved** unanimously to agree the Action Plan with the changes and place a copy on the website.

28/26 AGREE THE WORDING FOR HALC VILLAGE OF THE YEAR ENTRY

The Clerk had circulated the wording for HALC village of the year entry, to all prior to the meeting (Appendix 4).

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The council asked for the changes that Cllr Simmons had emailed to be included in the wording for HALC village of the year.

The Council **Resolved** unanimously to agree the wording for HALC village of the year with the changes discussed above and submit the nomination.

29/26 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) RECEIVE THE PLAYGROUND INSPECTION

The playground inspection that was carried out by Winchester City Council (WCC) in March had still not been received. The Clerk advised that they would chase WCC for the inspection report.

30/26 RIGHTS OF WAY

a) RECEIVE AN EMAIL FROM A RESIDENT ON FOOTPATH 21

The Clerk has circulated an email received from a resident on Footpath 21 to link to Bridleway and the state of the Finger Post on Footpath 21, to all prior to the meeting (Appendix 5).

The Council looked up the footpath on the Rights of Way map and Footpath (FP) 21 ends on the Morestead Road and to link to Bridleway 14 you need to walk along the Morestead Road, which is dangerous. The suggestion was that FP 21 should link directly to Bridleway 14 by crossing the Morestead Road at the end of FP 21 rather than have to walk along the Morestead Road to link up with Bridleway 14.

The Council asked the Clerk to contact the Hampshire Countryside Ranger to suggest that Bridleway 14 can start directly across the road from FP 21 and if Hampshire Countryside could replace the Finger Post at FP 21 as it is rotten.

Action	By Whom
Contact Ranger to change bridleway 14 to start opposite FP 14	The Clerk
Contact the Ranger to replace the rotten finger post at FP21	The Clerk

31/26 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS

a) TO NOTE PAYMENTS MADE SINCE THE LAST MEETING AND NOTE RECEIPTS AND TO APPROVE PROPOSED PAYMENTS

The Council **Resolved** unanimously to approve the following payments and authorised Councillor North and Councillor Simmons to finish the payment process.

Payments:

PAYMENTS	Amount (£)	Payee	Payment Type
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19	440.00	S Comley - Grass Cutting	PS/ CN
20	350.00	Sweetbriar Flowers	PS/ CN
21	8.53	3 -Phone	DD
22	5.78	Amazon - Stationary	CC
23	33.24	Amazon - Ink Cartridges	CC
24	10.69	Amazon - Lever Arch Files	CC
25	9.28	Amazon - Certificate Paper	CC
26	10.08	Amazon - Envelopes	CC
27	2,308.50	NBB Recycled Furniture - Picnic Benches	PS/ CN
28	15.98	Amazon - Picture Frames	CC
29	13.70	Waitrose - APA Food/ Drink	CC
30	23.50	Aldi - APA Food/ Drink	CC
31	3.60	IONOS - Web Hosting	DD
32	704.94	Clear Councils	PS/ CN
33	871.32	Signs Express - Sign for Sports Field	PS/ CN
34	90.00	Sentry Storage	
35	4.25	Bank Charges	DD
36	6.00	IONOS - WordPress Hosting	DD
37	135.78	Phil Space - Toilet	
38	737.88	Handy Kirley - Playground	
39	1,132.74	Swanmore PC	
40	30.47	OPHMC - Meetings May	
41	284.00	EM Arts	
42	577.60	Clerks Salary	
43	190.15	HMRC	
44	540.00	S Comley - Grass Cutting	

Receipts:

Voucher	Amount (£)	Payee	
RECEIPTS			
7	139.05	CCLA - Deposit Interest	
8	4,500.00	Police and Crime Commissioner	
9	20.00	Invoice No 24 - Glebe Field	

b) TO APPROVE THE SIGNING OF THE APRIL BANK RECONCILIATION BY THE CHAIRMAN

The Council **Resolved** unanimously for the Chairman to sign May Bank Reconciliation.

c) AGREEMENT FOR A GRANT OF £35 TO THE WINCHESTER VILLAGE TRUST

The Clerk advised that the Winchester Village Trust request a grant for £35 towards their insurance for the year.

The Council **Resolved** unanimously to approve a grant for £35 to The Winchester Village Trust.

d) REVIEW AND APPROVE THE STAFF APPRAISAL POLICY FOR 2026/27

The Clerk had circulated the Staff Appraisal Policy to all prior to the meeting (Appendix 6).

The Council **Resolved** unanimously to approve the changes to the Staff Appraisal Policy and place a copy on the website.

e) RECEIVE AND APPROVE THE GLEBE FIELD TERMS AND CONDITIONS 2026/27

The Clerk had circulated the Glebe Field Terms and Conditions to all prior to the meeting (Appendix 7).

The Council **Resolved** unanimously to approve the Glebe Field Terms and Conditions and place a copy on the website.

f) RECEIVE AND AGREE ON THE COUNCILS RESPONSE TO THE SOUTH DOWNS NATIONAL PARKS CONSULTATION ON THE VITAL PLACE MAKING PLAN

The Clerk had circulated the South Downs National Parks consultation on the vital place making plan to all prior to the meeting (Appendix 8).

The Council **Resolved** unanimously not to comment on the South Downs National Parks consultation on the vital place making plan.

g) RECEIVE AND NOTE THE INTERNAL AUDITORS REPORT FOR THE YEAR 2025/26

The Clerk had circulated the Internal Auditors report to all prior to the meeting (Appendix 9).

The council received and noted the Internal Auditors report. The Council felt that the council would benefit from a cyber health check and ask the Clerk to find a company to carry out a Cyber Health check.

Action	By Whom
Find a company to carry out a Cyber Health check	The Clerk

h) APPROVE SECTION 1 OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS BEHALF

The Council considered the assertions set out in Section 1 of the AGAR and the supporting comments provided by the Clerk. The Council debated each of the assertions and agreed the Council could provide affirmative responses on the AGAR except Assertion 4.

The Council **Resolved** unanimously to approve Section 1 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement on the Councils behalf.

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i) TO APPROVE SECTION 2 'ACCOUNTING STATEMENTS 2025/26 OF THE ANNUAL GOVERNANCE ACCOUNTING RETURN 2025/26 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE STATEMENT ON THE COUNCILS' BEHALF

The Council **Resolved** unanimously to approve Section 2 of the 'Annual Governance Statement and authorised the Chair to sign the necessary statement therein and authorised the Clerk to submit the Annual Governance Statement and bank reconciliation to the external auditor, BDO.

32/26 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

None

33/26 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 13th July in the parish hall.

There being no further business the meeting closed at 8.20pm.

Chairman:

Date:

DRAFT