

WCC District Cllrs Parish Update July 26	2
Traffic Managment Working Group	3
Owslebury Community Emergency Plan v1.2	4
Owslebury FP 35a - Consultation Letter - S119 (1).doc	16
Owlsebury Footpath 35a	19
Payments and Receipts July 26	20
Owslebury PC funding letter from Citizen Advice_July 2026	21
Actual Budget Q1	23
Actual Pavilion Budget Q1	27
Budget Monitoring Report Q1	28
Co-option Policy 2026	29
SCHEME OF DELEGATION TO THE PARISH CLERK 2026	38
Play Area Policy Document and Risk Assesment 2026	41

WINCHESTER CITY COUNCIL

UPPER MEON VALLEY WARD – PARISH UPDATE – JULY 2026

Local Government Reorganisation

There is little more substantive to report as the detail will only be known with certainty once a 'Structural Change Order' has been laid before the House later in the year. Nonetheless, we can report the responses that WCC, together with the other 'legacy authorities' within Mid-Hampshire, have passed back to the Ministry of Housing, Communities and Local Government.

For Parish Elections, it is proposed that these are all aligned in future with the Hampshire/Solent Mayoral election cycle, starting in 2028 then every 4 years. Therefore, those parishes who were due elections in 2027 will likely have their tenures extended by 1 year to 2028, whilst those elected this year will likely be extended to 2032.

The 'Warding' arrangements for the new unitary authority are likely to be geographically coincident with the present Hampshire electoral divisions, returning 3 members in each. There will, however, be some exceptions, including the arrangements for the present Upper Meon Valley ward. The parishes of West Meon, Warnford, Exton and Corhampton & Meonstoke will remain in the Meon Valley division, but this will likely be split into two divisions each returning only 2 members. The new Meon Valley division will likely comprise these four parishes together with Droxford, Swanmore, Shedfield, Soberton & Newtown and Hambledon. The reasoning behind this is that the significant amount of development in North Whiteley would mean that the current Meon Valley division, if retained, would have a larger electorate than most. Rather than have an additional member for a larger electorate it is proposed to split the division, with each 'half' having only 2 members. Arguably this gives a more geographically logical future Meon Valley division. The other 8 UMV parishes (Chilcomb, Tichborne, Cheriton, Bramdean & Hinton Ampner, Owslebury & Morestead, Upham, Beauworth and Kilmeston) will remain within the Bishops Waltham division.

Winchester Small Grant scheme

A reminder that the Winchester Small Grant scheme (up to £700) is open for applications from local not-for-profit and voluntary groups and organisations for the rest of the year -

<https://www.winchester.gov.uk/grants-for-not-for-profit-organisations/small-grant-scheme>

Heatwaves

Winchester City Council is actively encouraging communities to continue the 'Spaces of Sanctuary' scheme now that there are residents who need access to a cool space during extended periods of high temperatures. Whilst many of our local churches are well suited to this role it would be worth thinking through other alternative spaces that might be available in our villages that could provide welcome respite from the heat for those who need it.

....and finally

We hope everybody manages to enjoy a slightly slower pace of life through August and thank you for generously hosting us at your meetings through the last year. We will take a break from writing an update next month but look forward to resumption of normal service from September.

David Ablitt

Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

MEETING REPORT: Traffic Management Working Group

DATE: 13 July 2026

WRITTEN BY: The Clerk

AGENDA ITEM: 41 (b)

I have put out a media campaign for residents to join the Traffic Management Working Group and I have had one response from a resident to join.

I will be sending out email to local businesses in the village to see if a representative from their companies would like to join.

If I do not receive a reasonable response from residents and local businesses the council will not be able to proceed with this working group.

Owslebury Community Emergency Plan

1. Purpose of the Plan

This Community Emergency Plan (CEP) has been developed for the village of Owslebury, Hampshire (population approx. 900). Its purpose is to help the community prepare for, respond to, and recover from emergencies that may disrupt normal life. The plan supports, but does not replace, the actions of the emergency services and Hampshire County Council.

Objectives:

- Identify the main risks facing Owslebury
- Set out mitigation and preparedness measures
- Define clear actions for residents and community responders during an emergency
- Improve communication, coordination, and resilience within the village

2. Community Profile

- **Location:** Rural parish south of Winchester, Hampshire
- **Population:** Approx. 900 residents
- **Settlement pattern:** The central village of Owslebury with surrounding outlying hamlets and dispersed rural properties

Included areas:

- Owslebury (central village)
- Marwell
- Longwood
- Morestead
- Baybridge
- Hensting Lane (as far as Morelands Copse)

Key features: Residential housing, village hall, pub (The Ship), church, primary school, agricultural land, woodland, minor rural roads, footpaths, and proximity to Marwell Zoo.

Rural considerations:

- Dispersed properties and small clusters of housing
- Limited public transport
- Reliance on minor roads which may become impassable during severe weather
- Variable mobile phone coverage in some locations

Vulnerable groups: Elderly residents, people with disabilities, those with limited mobility or transport, residents living alone, and families with young children.

3. Plan Activation

Emergency Management Stages

Emergencies are managed through four broad stages. Not all incidents will follow these stages in sequence, but they provide a useful framework for understanding how the community response operates:

1. **Planning and Preparedness** – Ongoing work to identify risks, build resilience, and prepare the community before an incident occurs.
2. **Preparation Following a Warning** – Actions taken when there is advance notice of an incident, such as severe weather warnings.
3. **Response** – Immediate actions taken to protect life, support vulnerable residents, and assist emergency services during an incident.
4. **Recovery** – Actions to support residents, restore normality, and review lessons learned following an incident.

This plan may be activated when:

- An emergency is occurring or imminent and is affecting Owslebury
- The emergency services are stretched or delayed
- There is a need for coordinated community action

Activation may be initiated by a Parish Council representative, Community Emergency Coordinators, or Emergency Services.

4. Risk Assessment

This section identifies the principal risks relevant to Owslebury Parish. The assessments are indicative and are intended to support preparedness and proportionate community action rather than provide exhaustive operational detail.

Marwell Zoo has its own emergency response plans and would work directly with the emergency services. The role of the community plan is limited to awareness, communication, and resident safety.

4.1 Severe Weather (High Risk)

Risks:

- Heavy rain and flooding
- Snow and ice
- Heatwaves

- High winds

Impacts:

- Impassable roads, particularly affecting outlying hamlets and Hensting Lane
- Power outages
- Damage to property
- Isolation of residents in dispersed rural locations
- Heat shock

Mitigation:

- Encourage residents to sign up for Met Office weather alerts
- Grit bins maintained and accessible, including near rural junctions
- Tree, ditch, and drainage maintenance
- Community register of vulnerable residents (GDPR-compliant), including those in isolated properties

Actions During an Incident:

- Prioritise welfare checks on outlying hamlets and isolated homes
- Avoid unnecessary travel
- Report blocked roads or fallen trees to Hampshire Highways
- Use village hall as a temporary warm or rest centre if required

4.2 Flooding (Medium–High Risk)

Risks:

- Surface water flooding
- Localised drainage failure

Impacts:

- Damage to homes
- Road closures
- Contaminated water

Mitigation:

- Identify known flood-prone areas
- Encourage use of property-level flood protection
- Maintain ditches and drains

Actions:

- Move valuables upstairs
- Avoid floodwater
- Assist residents to safe locations if needed
- Communicate updates via agreed channels

4.3 Power and Utilities Failure (Medium Risk)

Context: Owslebury Parish does not have a mains gas supply. Energy provision is primarily electricity-based, with many properties using oil, LPG, or solid fuel for heating.

Risks:

- Electricity outages
- Water supply interruption
- Telecommunications failure

Impacts:

- Loss of heating, lighting, communications
- Increased risk to elderly and medically dependent residents

Mitigation:

- Promote household emergency kits (torches, batteries, blankets)
- Identify residents reliant on powered medical equipment
- Encourage safe storage and management of alternative fuels
- Maintain list of emergency contact numbers

Actions:

- Report outages to electricity, water, or telecoms providers
- Check on vulnerable residents, particularly those reliant on electric heating
- Establish a community information point if required

4.4 Transport Disruption (Medium Risk)

Risks:

- Road accidents
- Severe weather blocking access roads
- Fallen trees or debris on minor roads

Impacts:

- Isolation of outlying hamlets and rural properties

- Delayed access for emergency services
- Disruption to supplies and care visits

Mitigation:

- Awareness of alternative routes
- Local volunteers with suitable vehicles (e.g. 4x4)
- Local knowledge shared via hamlet representatives

Actions:

- Share verified travel and access information
- Assist residents who are unable to travel or receive deliveries
- Escalate access issues to emergency services where life safety is affected

4.5 Fire (Low–Medium Risk)

Risks:

- House fires
- Grass or field fires during dry periods

Impacts:

- Risk to life and property
- Smoke and air quality issues

Mitigation:

- Fire safety awareness
- Smoke alarm installation
- Clear access routes for fire appliances

Actions:

- Call 999 immediately
- Evacuate affected properties
- Support displaced residents

4.6 Pandemic or Public Health Emergency (Low–Medium Risk)

Risks:

- Infectious disease outbreaks

Impacts:

- Reduced workforce

- Vulnerable residents at higher risk

Mitigation:

- Communication networks established
- Support networks for food and medicine delivery

Actions:

- Follow NHS and government guidance
- Activate volunteer support schemes

4.7 Major Incident at Marwell Zoo (Low Likelihood / High Impact)

Marwell Zoo is located within approximately one mile of Owslebury. While the zoo operates under strict licensing, safety, and emergency planning requirements, its proximity represents a contextual risk factor for the parish. The likelihood of an incident affecting the community is low; however, the potential impact could be significant. Marwell Zoo has its own emergency response plans and would work directly with the emergency services. The role of the community plan is limited to awareness, communication, and resident safety.

Risks:

- Escape of a dangerous animal
- Major fire
- Large-scale emergency response requiring cordons or evacuation

Impacts:

- Residents advised to remain indoors (lockdown)
- Road closures affecting access to and from the village
- High public and media interest

Mitigation:

- Awareness that emergency services will take full control
- Residents understand the importance of following official instructions
- Pre-agreed communication channels for rapid information sharing

Actions During an Incident:

- Immediately follow instructions from police or emergency services
- Remain indoors unless instructed to evacuate
- Keep doors and windows closed if advised
- Do not attempt to approach the zoo or incident site

- Share only verified information via agreed community channels

5. Community Roles and Responsibilities

Incident Priorities

When responding to any emergency, the following priorities apply:

1. Preserve life and safety.
2. Support vulnerable people.
3. Protect property and the environment.
4. Maintain essential communication.
5. Support professional responders.

These priorities guide all community actions under this plan.

5.1 Community Emergency Coordinators

- Act as main point of contact
- Liaise with emergency services and local authorities
- Coordinate volunteers

5.2 Parish Council

- Supports plan maintenance
- Provides local leadership

5.3 Volunteers

- Welfare checks
- Transport and deliveries
- Information sharing

5.4 Residents

- Personal preparedness
- Looking out for neighbours
- Following official guidance

6. Communication Plan

Effective communication is critical during an emergency, particularly given the dispersed nature of the parish and its outlying hamlets.

Principles:

- Share accurate, verified information only
- Follow instructions from emergency services and local authorities

- Avoid spreading rumours or speculation
- Respect privacy and data protection requirements

Primary methods:

- Village and hamlet WhatsApp or messaging groups
- Noticeboards
- Direct contact via hamlet representatives

Hamlet Representatives (where available): Each outlying area (Marwell, Longwood, Morestead, Baybridge, and Hensting Lane as far as Morelands Copse) should, where possible, have an identified local contact or representative. These roles are informal and voluntary and help to:

- Relay information to and from the central coordination point
- Identify emerging issues or urgent needs
- Coordinate welfare checks locally
- Report back to Community Emergency Co-ordinators

7. Parish Map Description

Owslebury Parish is a rural area located south-east of Winchester in Hampshire. The parish comprises a central village core and several outlying hamlets and rural corridors.

- **Central Owslebury Village:** Contains the village hall, church, and main residential cluster, acting as the primary coordination and information hub during emergencies.
- **Marwell:** Located to the south, including the area surrounding Marwell Zoo, with rural housing and access via minor roads.
- **Longwood:** A small, dispersed settlement to the south-east, surrounded by woodland and farmland.
- **Morestead:** Located to the north, connected by rural lanes, with a mix of residential and agricultural properties.
- **Baybridge:** A small cluster of properties to the south along rural routes, potentially affected by surface water and road access issues.
- **Hensting Lane (to Morelands Copse):** A linear rural area with dispersed housing, woodland, and limited alternative access routes. Potentially affected by surface water and road access issues.

The parish is connected primarily by minor roads and lanes, which may be vulnerable to flooding, snow, fallen trees, or accidents. Emergency response times may vary across the parish, particularly in more remote locations.

8. Key Locations and Resources

The following buildings and facilities have been approached and agreement has been received in principle for their use, subject to safety considerations, to support the community during an emergency:

- **Village Hall:** Primary community coordination point; may be used as a rest centre, information hub, or warm space. A publicly accessible **defibrillator (AED)** is located at the Village Hall.
- **The Ship (Public House):** Agreed location for temporary shelter, information sharing, and community support, subject to tenant availability and safety considerations.
- **Primary School:** May be used as a place of safety or support facility, subject to operational circumstances and local authority requirements.
- **Church:** May be used for community support, rest, or quiet space during prolonged incidents, or as a cool space during heat waves.
- **Emergency equipment:** Grit bins, first aid kits, **publicly accessible defibrillator (AED) located at the Village Hall**

Use of all buildings will remain subject to the nature of the emergency and any specific safety or access constraints at the time.

9. Vulnerable Residents

A confidential, voluntary register should be maintained to identify residents who may need additional support during an emergency.

10. Training and Exercises

- Annual review of the plan
- Periodic table-top or practical exercises
- Volunteer training in first aid and emergency response

11. Risk Matrix Summary

The table below provides a high-level overview of the key risks affecting Owslebury Parish.

Risk	Likelihood	Impact	Overall Rating
Severe weather (snow, storms, heat)	High	Medium–High	High
Flooding (surface water)	Medium	Medium	Medium–High
Power and utilities failure	Medium	Medium	Medium
Transport disruption	Medium	Medium	Medium

Risk	Likelihood	Impact	Overall Rating
Fire (domestic or rural)	Low– Medium	High	Medium
Pandemic / public health emergency	Low– Medium	High	Medium
Major incident at Marwell Zoo	Low	High	Medium

This matrix is indicative and should be reviewed annually or following any significant incident.

12. Recovery and Post-Incident Actions

Following any emergency, the focus will shift from immediate response to recovery. This may include:

- Support residents returning home
- Emotional and practical support
- Review response and update plan

13. Plan Maintenance

- Review annually or after an incident
- Update contact details and risk assessments
- Approval by Parish Council

14. Useful Contacts

Contact details should be reviewed at least annually and updated following any personnel changes.

Emergency (Police, Fire, Ambulance)	999	
Hampshire and IOW Air Ambulance	999	
Police (Non-emergency)	101	
NHS (Non-emergency)	111	
Hampshire Fire and Rescue (Non-emergency)	02380 644 000	office hours
	02380 386 390	out of hours
Flood Line (warnings and advice)	0845 988 1188	24 hours
Hampshire Constabulary HQ	08450 454 545	

Utilities

SSEN (Electricity Network)	0800 072 7282
Report a power cut or hazard	105
Southern Water	0330 303 0368
Gas (emergency leaks including off grid)	0800 111 999

Councils

HCC	0845 603 5638 (office hours)
	0300 555 1373 (out of hours)
HCC Highways	0300 555 1388
WCC Emergency	01962 840 222 (office hours)
	01962 840 222 (out of hours)

General

Radio Solent	96.1 FM & 103.8FM
Rapid Relief Team	0208 391 7625

Appendix C – Confidential Contact Directory (Restricted Distribution) will contain contact details for key personnel, building keyholders, volunteers and specialist resources and will be maintained separately in a confidential Contact Directory held by the Parish Clerk and Community Emergency Coordinator.

Version Control and Approval

Version	Date	Description of Change	Approved By
1.2		Adopted by Owslebury Parish Council	

Next Review Due: 12 months from adoption, or following a significant incident.

Document Distribution

This plan will be:

- Held and updated by Owslebury Emergency Committee
- Held by Owslebury Parish Council
- Made available to Hampshire County Council and other responding authorities on request
- Used to inform community volunteers and local response arrangements

A shorter resident-facing summary may be distributed publicly.

Enquiries to Tara Potheary

My reference **PPO 5291**

Date 18 June 2026

E-mail tara.potheary@hants.gov.uk

Dear Sir/Madam

Proposed Diversion of Part of Owslebury Footpath No 35a

Hampshire County Council proposes to divert part of Owslebury Footpath No 35a under section 119 of the Highways Act 1980. A plan showing the route of the proposed diversion is attached.

Hampshire County Council has published a guidance document outlining the criteria that will be considered in assessing applications for diversions, either in the interest of the landowner or of the public. This document can be viewed on the HCC website at the following address and should be read in conjunction with the requirements of the Highways Act

1980. <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/definitive-map/pathorders>

Legal Tests

Section 119 of the Highways Act

Orders for the Diversion of footpaths, bridleways or restricted byways may be made under Section 119 of the Highways Act 1980, as amended by the Wildlife and Countryside Act 1981, in the following circumstances: -

“Where it appears to a council as respects a footpath, bridleway or restricted byway in their area (other than one that is a trunk road or a special road) that, in the interests of the owner, lessee or occupier of land crossed by the path or way or of the public, it is expedient that the line of the path or way, or part of that line, should be diverted (whether on to land of the same or of another owner, lessee or occupier), the council may, by order made by them and submitted to and confirmed by the Secretary of State, or confirmed as an unopposed order:

- (a) create, as from such date as may be specified in the order, any such new footpath, bridleway or restricted byway as appears to the council requisite for effecting the diversion; and
- (b) extinguish... the public right of way over so much of the path or way as appears to the council requisite as aforesaid.

An order under this section is referred to in this Act as a 'public path diversion order'."

Guidance published by the Department for Environment, Food & Rural Affairs (DEFRA) in August 2023, provides a steer for local authorities as to the weight they should attach to the impact of public footpaths, bridleways or restricted byways where they run by private houses and gardens, farmyards and commercial and industrial premises. The guidance sets out Government policy on changes to public rights of way in circumstances where a right of way may cause hardship because it goes through the garden of a family home, a working farmyard or other commercial premises.

Definitive Alignment (A-C via B)

SU 5134 2152 and SU 5130 2156 via SU 5129 2148

That part of Owslebury Footpath No 35a commences at SU 5134 2152 (Point A on the plan), proceeding south-eastward then south-westward to SU 5129 2148 (Point B) then south-eastward to SU 5130 2156 (Point C).

Approximately 101 metres in length.

Proposed Alignment (A-C)

SU 5134 2152 and SU 5129 2148

A path, varying in width from 1.5 to 2 metres commencing at SU 5134 2152 (Point A on the plan), proceeding south-eastward, then south-westward, then south between fencing to SU 5129 2148 (Point C).

Approximately 93 metres in length.

Background

The recorded route has for many years been obstructed on the ground by a combination of hedging, fencing and a gate. As a result, the definitive line is not available for public use and has not reflected the route that has been physically available and walked by the public for a considerable period. The proposed diversion seeks to regularise this situation by aligning the legal route with the path as it is currently used on the ground.

This will correct a longstanding discrepancy between the definitive map and the physical route, thereby providing clarity for both the public and the landowner. The making of a Public Path Diversion Order is therefore considered expedient in the interests of the landowner, as it resolves the historic misalignment and removes the need to maintain or reopen a route that is obstructed by established boundary features. At the same time, the diversion preserves public access along a clearly defined and usable path that reflects the existing walked route.

If you have any comments to make and wish them to be considered by the Council, I would be grateful if written submissions could be sent to me at the email address above by the 16 July 2026, if possible. Should you wish to discuss any of the above, please do not hesitate to contact me.

The personal data you provide in any response will be treated in accordance with Data Protection Legislation, and may be published in a decision report, be disclosed to other interested parties, including the landowner (or their representatives). It may also be made public if the matter is referred to the Planning Inspectorate. Your data will be retained for a maximum period of 3 years from the date that the application is resolved. In the event that this changes to a legal event order, it will become part of the permanent records kept on rights of way in Hampshire. The legal basis for our use of this information is the compliance with a legal obligation – Highways Act 1980.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Yours faithfully,

Tara Pothecary

Tara Pothecary
Countryside Access Development Officer



Owslebury Parish Council
2026/27

PAYMENTS	Amount (£)	Payee	Payment Type
45	32.00	Credit Card Annual Fee	CC
46	8.53	3 Phone	DD
47	3.60	IONOS Managed Word Press	DD
48	4.25	Bank Charges	DD
49	116.67	C Chaplin-Rogers - Community Garden	
50	90.00	Sentry Storage	
51	6.00	IONOS - Basic Fee	DD
52	70.80	HLAC - Training	
53	131.40	Phil Space - Toilet	
54	25.10	OPHMC - Meetings June	
55	47.16	OPHMC - Meetings June	
56	1,045.77	Swanmore PC	
57	35.00	Winchester Village Trust	
58	577.50	Clerks Salary	
59	190.15	HMRC	
60	61.25	Clerks Expenses	
61	284.00	EM Arts	
62	195.00	WCC - Dog Bin Q1	

Voucher	Amount (£)	Payee	
RECEIPTS			
10	145.06	CCLA - Deposit Interest	
11	100.00	SSE - Rent	
12	20.00	Invoice No. 25 - Glebe Field	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

30/06/2026

CASH BOOK BALANCE		£	£
	Balances 1st April 2025		45,943.42
	income		34,906.06
	expenses		-19,460.38
	CASH BOOK BALANCE		61,389.10
	add o/s payment		2,884.33
	less o/s receipts		-2,500.00
	Control total		61,773.43
BANK STATEMENTS			
	Treasurers account	61,773.43	
	Business 30 Day notice	0.00	
	Business Instant access	0.00	
	Per bank statements		61,773.43
	Difference		0.00

2. SHORT TERM DEPOSIT

CCLA	45,000.00
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3. TOTAL OF BANK AND SHORT TERM DEPOSITS	106,389.10
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Winchester Office
City Offices
Colebrook Street
Winchester
SO23 9LJ
admin@cawinchesterdistrict.org.uk

1 July 2026

Owslebury Parish Council
PO BOX 783
WINCHESTER
SO23 3RD

Dear Juanita,

Funding to strengthen our core advice service

Citizens Advice Winchester District supports people from across the local area with issues that are negatively affecting their lives, including residents from Owslebury. No other local charity provides such comprehensive advice across so many different areas — making our service a vital lifeline for the community.

One person recently told us: *“I am delighted with the service I was provided with, which was above and beyond. My problem was not only resolved but done so with understanding and incredible efficiency. What is more, I was treated with utmost dignity and respect throughout. The assistance I was given has made a hugely positive impact on my current circumstances, and I am extremely grateful. Instead of suffering in silence, I reached out to Citizens Advice for help, and I am so glad that I did.”*

Demand for our service is steadily growing in complexity as we support more people facing multiple, interrelated problems – often alongside additional barriers such as disability, poor health, language needs, or financial hardship. To meet this need, we must strengthen our core advice service to ensure we have the knowledge, capacity, and resources to provide high-quality, accessible support.

Funding would help us to strengthen our work in the following key areas:

- **Debt:** We are seeing a rise in people experiencing unmanageable debt. Many require support from our approved debt intermediaries to access Debt Relief Orders—often a crucial step in regaining financial stability.
- **Housing:** Legislative changes, including the Renters Reform Bill, are reshaping the private rented sector. Both tenants and landlords need clear, trusted guidance to understand their rights, resolve disputes, and prevent homelessness.
- **Disability and health-related disadvantage:** Two-thirds of the people we help are living with a disability or long-term health condition. Navigating employment rights and welfare entitlements in these circumstances is complex and can require specialist advice.

- **Low-income households:** We regularly support people on the lowest incomes, including single parents, pensioners, and migrant communities. Early intervention is critical to preventing hardship from escalating and managing essential costs.

How your funding would be used

We are seeking support for key elements of our core advice service:

- **Training (£6,050):** Enhancing the skills of our staff and volunteers in priority areas such as debt, housing, and legal rights, ensuring we can respond effectively to increasingly complex cases.
- **Specialist services (£6,800):** Maintaining access to essential expertise, including trained debt intermediaries, a specialist appeals and tribunals caseworker, and a telephone translation service to improve accessibility.
- **Community outreach (£5,000):** Investing in our outreach programme so we can reach people earlier, address barriers to access, and prevent issues from escalating into crisis.

Last year, we supported nearly 5,000 people with over 19,000 issues—most of which were handled through our core advice service. Access to high-quality, specialist advice is essential as systems become more complex and pressures on individuals increase.

With your support, we can ensure that residents of Owslebury continue to have equitable access to high-quality, specialist advice — helping people resolve problems, regain control of their situations, and build more stable futures.

We are seeking just under **£18,000** to develop these elements of our service and would be grateful if **Owslebury PC** would consider a contribution of **£260** towards this critical work.

We are extremely grateful for the support we have received from Owslebury Parish Council in recent years, and we would be delighted to continue working in partnership.

Thank you for taking the time to consider our request. We would be very happy to provide any further information or to welcome you for a visit to our service in Wickham or Winchester.

With very best wishes,

A handwritten signature in black ink that reads "Sue Campbell". The signature is written in a cursive, flowing style.

Dr Sue Campbell

Chief Executive

Citizens Advice Winchester District

Owslebury Parish Council

Budget for Financial Year April 2026 - March 2027

<u>Income</u>	Actual Receipts 21/22	Actual Receipts 22/23	Actual Receipts 23/24	Actual Receipts 2024/25	Actual Receipts 2025/26		Budget Receipts 2026/27	Actual Receipts 2026/27		Comments
	£	£	£	£						
Precept	28,579	29,722	40,125	44,138	48,552		52,009	25,490		
CIL Money										
Ring fenced Xmas lights	250	975			2,113					
Ring fenced other			100	2,440	1,364			6,334		
Ring fenced Eastleigh										
General donations	50	69	82	4,550	60		2,500	2,500		
Sports Club	45	1,053								
Play Area Income										
Glebe Field Income				175	253		160	55		
Sub Station Rent	100	100	100	100	100		100	100		
Insurance Refund	55	1,275			442					
SSE Refund		532	660							
Interest Received from investment				1,254	1,655		1,200	427		
Fixed deposit	50	25	604							
Cash Back Credit Card					8		2	0		
VAT Refund	3,893	4,297	3,559	3,559	4,682					
Total Receipts	33,022	38,048	45,229	56,217	59,228		55,971	34,906		

<u>Expenditure</u>	Actual Expenses 21/22	Actual Expenses 22/23	Actual Expenses 23/24	Actual Expenses 2024/2025	Actual Expenses 2025/26		Budget Expenses 2026/27	Actual Expenses 2026/27		
Staff Costs										
Clerk's Net Salary	5,085	5,302	5,941	6,377	7,785		7,000	1,733	25	
Income Tax	1,271	1,325	1,485	1,594	1,679		1,800	433	24	
Employers NI			32	10	509		570	137	24	
Clerk's travel	103	73	60	21	41		150	7	5	
ACSO	9,248	9,858	11,107	11,108	9,483		12,900	2,820	22	
Administration / General Expenditure										
Community Engagement					1,365		3,380	852	25	
Chairman's Expenses	80	80	0	0	0		80	0	0	
Councillors Expenses			0	0	0		50	0	0	

Clerk & Councillors Training	95	947	292	292	268	500	59	12	
Publications			0	0	331	300	0	0	
Postage	12	13	0	24	27	30	7	24	
Clerk's Broadband Allowances	242	135	109	104	112	120	30	25	
Clerk's Working from Home Allowances	125	125	125	125	125	125	31	25	
Telephone		161	80	73	76	100	21	21	
Accounting Package						300		0	
Stationary	114	127	70	526	53	100	71	71	
Meeting Expenses	370	378	373	394	319	450	106	24	
Insurances	782	583	549	571	699	720	705	98	
Audit	420	435	470	495	625	650	325	50	
Office Equipment	670	358	377	278	477	420	0	0	
Website	359	349	431	486	702	620	24	4	
Credit Card	32	32	32	32	32	32	32	100	
PO Box	300	315	330	354	372	470	0	0	
Street Lighting	274	266							
Land Registry		3	268	0	0	20	0	0	
Election Costs				0	0		0		
Shredding				0	0		0		
Local Council Award Scheme				50	0	150	0	0	
Defib					271	300	0	0	
Bank Charges				4	51	51	13	25	
Storage Costs					713	880	225	26	
General Maintenance									
Grass Cutting	2,615	1,495	2,005	1,750	2,120	2,500	980	39	
Dog Waste Collections	660	585	585	780	975	780	195	25	
Play Area Repairs & Inspections	79	1,079	6,312	1,426	3,728	3,000	738	25	
General Maintenance / Repairs	261	316	411	0	0	500	0	0	
Tree Works	2,150	320	0	650	1,225				
Lengthsman scheme	56	0		0	0				
Community Assets Maintenance	1,012	1,240	0	332	127	1,000	0	0	
PAT Testing					0	100		0	
Subscriptions									
Hampshire Association of Local Councils (HALC)	294	296	351	336	426	450	407	90	
Society of Local Council Clerks (SLCC)		230	139	144	150	150		0	
Council for Protection of Rural England (CPRE)	36	36	36	36	36	36		0	
Information Commissioner	35	35	35	35	47	50		0	
Parish Online	75		75	75	75	75		0	

Water										
Electricity										
Container & Paint		1,706								
Removal of Pavilion		6,300								
Toilet for Sports Ground				1,289	1,947					
Professional Fees for Pavilion Planning App					3,216					
Tree Consultation for Planning App					745					
Tree Works					2,890					
Pitch Marking & painting & Grass Cutting					1,023					
Football Goals					741					
Signs					20					
Meeting Expenses					17					
Benches & Umbrellas for Sports Field										
VAT Paid	3,209	3,876	4,088	3,314	5,703			1,965		
Total Expenses	34,172	41,484	45,252	38,715	56,266		47,509	12,713		19,460
Net Surplus/(Deficit)	-1,150	-3,436	-23	17,501	2,962		8,462	22,193		

Owslebury Parish Council - PAVILION COMMITTEE

Budget for Financial Year April 2026 - March 2027

<u>Income</u>	Budget Receipts 2026/27	Actual Receipts 2026/27		Comments	Budget Receipts 2027/28	Budget Receipts 2028/29	Budget Receipts 2029/30
Sports Group Hire	500						
Total Receipts	500				0	0	0

<u>Expenditure</u>	Budget Expenses 2026/27	Actual Expenses 2026/27		Comments	Budget Expenses 2027/28	Budget Expenses 2028/29	Budget Expenses 2029/30
<u>Fixed Costs</u>							
Water							
Electricity							
Toilet for Sports Ground	1,700	332	20		1,770	1,840	1,920
Green Keeping	1,500	0	0		1,500	1,500	1,500
Pitch Marking & Painting	1,200	0	0		1,250	1,300	1,350
Meeting Expenses	0	5					
<u>General</u>							
Benches for Sports Ground	0	1,924					
Sports Field Sign	100	726	726				
<u>Project Costs</u>							
Planning Application Costs	27,500	3,760	14				
Total Expenses	32,000	6,748			4,520	4,640	4,770
Total Budget	-31,500	24,752			-4,520	-4,640	-4,770

MEETING REPORT: Budget Monitoring Report

DATE: 13 July 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 47 (d)

After reviewing the actual to budget expenditure up to 30 June, 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 25%.

Budget heading

Explanation

Admin Costs

Stationary (+ 15%)

New Files, Printer Cartridges, items for
Community Awards

Audit (+15%)

Internal Auditor paid in full in May

Insurance (+ 15%)

Paid in full in May

Credit Card Fee (+15%)

Paid in full in June

Subscriptions

HALC (+15%)

Subscription paid in full in April

Pavilion

Benches for Sports Field (+15%)

Not budgeted for

Sports Field Sign (+15%)

Not budgeted for



CO-OPTION POLICY

Adopted on 14 February 2022

Reviewed on 10 July 2023

Reviewed on 8 July 2024

Reviewed on 7 July 2025

Reviewed on 13 July 2025



INTRODUCTION

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Owslebury and Morestead Parish Council. The co-option procedure is entirely managed by the Parish Council and this policy will ensure that a fair and equitable process is carried out.

CO-OPTION

The co-option of a Parish Councillor occurs in two instances:

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
2. When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough Parish Councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, the City Council (Winchester) may intervene and make an appointment or order an election to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified; or
- A Councillor fails for six (6) months to attend meetings of a Council committee or sub- committee or to attend as a representative of the Council a meeting of an outside body.

The Parish Council has to notify the City Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the City Council stating that an election is requested.

If a by-election is called, a polling station will be set up by Winchester City Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put



themselves forward by way of a nomination paper. The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election. The Electoral Services Office of Winchester City Council will advise the Clerk of the closing date.

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward, they are duly elected without a ballot.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Clerk will:

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards, website, [Instagram](#), [newsletter](#), [through the OIS service](#) and Facebook;
- Advise Winchester City Council that the co-option policy has been instigated:

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient Parish Councillors elected to constitute a quorum.

ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that:

- They are 18 or over; and
- They are British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- They are an elector for the village and continues to be an elector; or
- has resided in the village for the past twelve months or rented/tenanted land in the village; or
- has had their principal or only place of work in the parish for the past twelve months; or
- has lived within three miles of the village for the past twelve months.

There are certain disqualifications for being a Parish Councillor, of which the main are (see section 80 of the Local Government Act 1972):

- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.



APPLICATIONS

Candidates will be requested to:

- Attend at least one Parish Council meeting as observers;
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A);
- Confirm their eligibility for the position of Parish Councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the Full Parish Council, when the co-option will be considered.

All such documents will be treated by the Clerk and all Parish Councillors as strictly private and confidential and all personal information will be removed from the applications before circulated and added to the meeting papers.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish Councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. Cllrs will be given the opportunity to ask candidates questions.

The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 13).

A recorded vote may be requested as per Standing Orders so as to show whether each Councillor present and voting, gave his/her vote for or against that question.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the



Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

The Clerk will notify Winchester City Council Electoral Services Office of the co-option of the new Parish Councillor.

The co-opted Parish Councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Winchester City Council within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

APPENDIX A – OWSLEBURY & MORESTEAD PARISH COUNCIL CO-OPTION APPLICATION FORM

NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
ARE YOU OVER 18?	

Please briefly outline why you are interested in being a Parish Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.



Please tell us about the skills you feel you would bring to the Council, for example, professional /personal qualifications, project or organisational experience.

Is there any other information you would like to disclose regarding your application? (If necessary, please continue a separate sheet).



Please note that the majority of Council meetings are held in the evening and, unfortunately, under present legislation, the Council is not permitted to contribute to the cost of Councillors' childcare or care of dependants.

Owslebury & Morestead Parish Council's meeting currently take place on **a the second Monday of the month in the** evening from 7.00pm.

Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish Councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form. I declare the information given on this form to be true and correct.

I consent to my details being retained if I am co-opted as a Councillor.

SIGNED.....

NAME.....

DATE.....

Please complete and return this form, together with the completed Co-option Eligibility Form to: The Clerk, PO BOX 783, WINCHESTER, HAMPSHIRE SO23 3RD

Tel: 07869 814452

Email: clerk@owslebury-pc.gov.uk



APPENDIX B – OWSLEBURY & MORESTEAD PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

In order to be eligible for co-option as a Owslebury & Morestead Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c. I am registered as a local government elector for the Parish; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or
- e. My principal or only place of work during those twelve months has been in the Parish; or
- f. I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a Parish Councillor if he/she:

- a) Is employed by the Parish Council or holds paid office (other than Chairman, or Vice Chairman) under the Parish Council (including joint boards or committees);
- b) Is employed by an entity controlled by the Parish Council.
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish Councillor.

Declaration & Consent

I..... hereby confirm that I am eligible for the vacancy of Owslebury & Morestead Parish Councillor, and I am not disqualified under Section 80 of the Local Government Act 1972 from being a Parish Councillor and that the information given on this form is true and correct. I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.



Signature.....
Name.....
Date.....



SCHEME OF DELEGATION TO THE PARISH CLERK

Adopted by the Parish Council 6 May 2021

Re-Confirmed 13 June 2022

Reconfirmed 10 July 2023

Reconfirmed 8 July 2023

Reconfirmed 7 July 2025

Reconfirmed 13 July 2026



Introduction

1. Section 101 of the Local Government Act 1972 provides that a local authority may arrange for the discharge of any of their functions by a Committee, sub-committee, or an officer.
2. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
3. The Clerk is delegated to take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take their view into account.
4. The Clerk may incur expenditure on behalf of the Council, as per Financial Regulations.
5. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegation to the Proper Officer

The Council's Scheme of Delegation authorises the Clerk/ Responsible Financial Officer to the Council to act with delegated authority in the specific circumstances detailed below:

- To respond to all correspondence that doesn't require an opinion of the Council or its committees
- To apply for planning consent for the carrying out of development by the Council.
- To manage the Council's website
- To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- To manage, monitor and review the Council's internal control procedures and risk assessments.
- To operate the Council's banking arrangements.
- Incur expenditure as per Financial Regulations.
- Pay all subscriptions to organisations to which the Council belongs.
- Make all necessary arrangements for the provision of the internal audit.
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- Accept quotations or tenders for work supplies or services on behalf of the Council.
- Carry out virement of sums between budget codes in accordance with the Council's Financial Regulations.
- To update and maintain a Register of Assets and Inventory of Equipment.
- Make all necessary arrangements for the Council's insurances.



- Manage the Council staff in accordance with the Council's policies, procedures and budget.
- Determine approved duties for the payment of travel and subsistence expenses from Members and Officers where they represent the Council outside of the Parish Council area.
- Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- Authorise training in line with the Council's policies.
- Commission legal and professional advice on staffing matters.
- The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council.
- Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- Prepare a draft budget for consideration by the Council.
- Prepare the final accounts for each financial year.
- Undertake day to day management and maintenance of Council assets.
- To prepare the job description and person specification in consultation with the Full Council, placing of the advertisement and short-listing of applicants for vacancies.
- To dispose of Council records according to the Council's Document Retention Policy.
- To undertake day to day management and maintenance of Council assets
- To authorise required repairs to the play area that fall within the budget
- To deal with the day-to-day matters relating to the use of the play area, Glebe Field and Sports grounds
- To prepare and submit comments to Winchester/ SDNP on planning applications where the deadline falls before the next meeting and an extension for comment is not granted
- To take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent Health and Safety matters in consultation with the Chairman or Vice Chairman if the Chairman is not available where appropriate
- To co-ordinate the content and publishing of the Council's newsletters, OIS, Facebook and Social Media.
- To deal with any Council matter during national crisis or emergency which prevents the Council from holding lawful meetings. Any decision will be made in consultation with at least two Cllrs, normally the Chairman of the Council and the Vice Chairman or relevant committee Chairman. Such action is to be reported to the next meeting of the Council or relevant Committee. This authority does not extend to matters which must lawfully be decided by the Full Council.
- To co-ordinate the content of press statements in consultation with the relevant Chairman.

OWSLEBURY & MORESTEAD PARISH COUNCIL



PLAY AREA POLICY DOCUMENT AND RISK ASSESSMENT

Adopted by the Council: 10 June 2019

Reviewed by the Council: 11 July 2022 and 10 July 2023, 8 July 2024, 7 July 2025 and 13 July 26

Foreword

Owslebury and Morestead Parish Council believes that play is a vital component of growing up and is how children develop skills, physical, social and intellectual.

This document is intended to guide Owslebury and Morestead Parish Council in its role of the play area known as Hilly Close Playground. This policy applies only to play equipment upon the Hilly Close playground and is not applicable beyond this, such as equipment on private land.

The Management of Health and Safety at Work Regulations 1999 recommends that owners and managers of premises should undertake a risk assessment of their facilities – this includes the children’s playground. This document defines and makes clear the duties and responsibilities of Owslebury and Morestead Parish Council as the owners of the play equipment within its boundaries. This also includes a risk assessment setting out the key hazards and the Council’s risk mitigation process.

Owslebury and Morestead Parish Council Play Area Management Policy Document – Risk Assessment

The purpose of the document is to:

- Assess the risks relating to the play area in the Recreation Ground
- Provide a formal way for the Parish Council to identify and be notified of potentially dangerous equipment within the play area
- Ensure the Council has sufficient information to make decisions on play equipment condition
- Ensure that play equipment damage can be detected in a reasonable time
- Ensure that potentially dangerous equipment is properly dealt with and appropriate action taken

OWSLEBURY & MORESTEAD PARISH COUNCIL



Control measures are then applied to the significant risks where the remaining residual risks are re-scored to ensure all risks are suitably managed and controlled.

Hazardous Event	Consequence	Affected	Management Controls	Residual Risk and Further Measures
Equipment which is dangerous is not identified	Play area condition deteriorates and is not recognised	Public	The ACSO will confirm that he has undertaken inspections to identify any problems/hazards that have been created by use, abuse, weather and age. ROUTINE INSPECTIONS: An inspection will to be carried out every two weeks, by the ACSO All routine inspections will be recorded on the Play Area inspection sheets whether or not there are problems or hazards identified and sent to the Clerk INSPECTIONS: An annual inspection will be undertaken by WCC once a year and an accredited independent Inspector will inspect the	Tolerable No further action needed

OWSLEBURY & MORESTEAD PARISH COUNCIL



			paly area once a year and will be arranged by the Parish Council. These reports will determine any action that needs taking	
Equipment which is damaged and is not dealt with correctly	People are injured whilst using the play equipment	Public	All items within the Recreation Ground, whether or not shown on the Asset Register, will be inspected by the ACSO. All routine inspections will be recorded on the sheets provided by the Parish Council. All inspection reports will be retained by the Parish Council within its records. They will be available for inspection by request. Any issues raised by any inspection will be brought immediately to the Parish Council's attention. Any questions will be raised with the Annual Inspecting Body, and in the event of immediate remedial action needing to	Tolerable No further action needed

OWSLEBURY & MORESTEAD PARISH COUNCIL



			be taken the Chair or Vice Chair of the Parish Council will have delegated powers to close any piece of play equipment by either its removal, isolation or rendering harmless any dangers found.	
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The person responsible for play equipment inspections is as nominated by the Parish Council as the owner of Hilly Close play area

To be reviewed July 202~~7~~⁶