

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
13th July 2026
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

- Present:** Parish Councillor (in the Chair) Astrea Hurlock.
Parish Councillors Mark Egerton, John Foster, Chris North, Paul Simmons.
- In Attendance:** Juanita Madgwick (Clerk) ACSO Gary McCulloch, District Councillors Jerry Pett and David Ablitt
- Also in Attendance:** 30 members of the public were present. Elise Smith and M Scully, candidates for co-option

34/26 APOLOGIES FOR ABSENCE

Apologies were received and accepted from County Councillor Cllr Williams & Cllr Baldwin

35/26 RECEIVE DECLARATIONS OF INTERESTS RELATING TO ANY ITEM ON THE AGENDA

None

36/26 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 15th June 2026

Councillors noted their acceptance of the Minutes of the Parish Council meetings held on 15th June 2026, and the Council **resolved**, unanimously, that they were a true record.

37/26 RECEIVE CLLR BALDWINS RESIGNATION

The Council received and accepted Cllr Baldwins resignation.

38/26 PUBLIC QUESTIONS AND COMMENTS

Planning:

The Chaple:

The applicants went through their planning application and advised that they were trying to enhance what is already there and trying to keep the original features. They will be using brick that blends with the bricks already there.

2 Hyde Cottages:

The applicants advised that last October planning was granted for a garden room which has been built and this new application was for an extension to the bedroom and for a living room. There was some discussion on the runoff from the pitch roof.

Hanger Nurseries:

The applicant was not present but had sent an email to the clerk, which was read out, which advised the application was the same application that was submitted to Winchester City Council, but part of the site was in the South Downs Nation Park so needed planning permission to site the welfare units.

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Other Agenda Items:

Three residents raised questions concerning the proposed pavilion and sports facilities, including:

- the overall purpose, scale and intended users of the proposal;
- the relationship between the Parish Council, Pavilion Committee and Sports Club;
- future phases and possible additional facilities;
- noise, lighting, traffic, access, parking and highway safety;
- the Village Green status and future ownership of the land; and
- the likely handling and cost of a planning application attracting objections.

The Chair advised that the questions would be considered and answered in writing.

In response to the specific question about ownership, the Council confirmed that it had no intention of transferring ownership of the registered Village Green to the Sports Club or another organisation.

39/26 RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY

Application forms to be considered for co-option from two resident had been circulated to all Cllrs prior to the meeting.

At the meeting, the candidates were given the opportunity to introduce themselves and to answer questions from Cllrs.

A vote was taken. Elise Smith received five votes and M Scully received no votes. The Council **resolved** to co-opt Elise Smith to the vacant seat. Following the signing of her Declaration of Acceptance of Office, Cllr Smith joined the meeting as a councillor.

40/26 PLANNING

a) PLANNING APPLICATIONS

SDNP/26/02084/HOUS	The Chapel, Baybridge Lane, Owslebury, Hampshire, SO21 1JN
Proposal	Single storey extension to the existing chapel including patio and retaining wall landscaping works externally.
Councils Comment	The Council resolved to make no comment on this application.

SDNP/26/02381/HOUS	2 Hyde Cottages, Fawley Lane, Morestead, Hampshire, SO21 1NA
Proposal	Construction of a two-storey side extension together with associated works to the existing dwelling and a carport / store
Councils Comment	The Council resolved to make no comment on this application.

SDNP/26/02434/FUL	Hangar Nurseries, Thompsons Lane, Owslebury, SO21 1JH,
Proposal	Change of use of land from commercial horticulture to B8 Open Storage for the storage of mobile welfare and site units
Council Comment	The Council resolved to submit the following comment: "The Parish Council asks the applicant to clarify the meaning of 'dwelling' in the Landscape Strategy Plan, which was not included with Winchester City Council application 26/00036/FUL.re

b) PLANNING DECISIONS

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26/00036/FUL	Hangar Nurseries Thompsons Lane Owslebury Winchester Hampshire SO21 1JH
Proposal	Change of use of land from commercial horticulture to B8 Open Storage for the storage of mobile welfare and site units (amended plan received 24/03/2026)
Decision	Decided

SDNP/26/00683/HOUS	Kimmeridge Longwood Road Owslebury Hampshire SO21 1LL
Proposal	(Amended Plans and Description - 24/03/2026) Side extension to dwelling to form a single garage with dormer plus removal of existing outbuildings to the rear of the site with a new replacement outbuilding as an incidental building to the main house.
Decision	Approved

The planning decisions were received and noted.

41/26 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

The Clerk had circulated the District Councillors report, to all prior to the meeting (Appendix 1) which was received and noted.

Cllr Pett reported that all legacy Authorities - Winchester City Council (WCC), East Hampshire, The New Forest etc have submitted their responses to the secretary of state questions on the local government reorganisation on how they want the new authority to be split.

Cllr Pett advised that under the proposals being considered it looks like Owslebury will remain in the Bishops Waltham Division, where there will be 3 district Councillors for this ward. There will be a structural change order laid before the house in the autumn which will lay everything out. The next time all the elections will be aligned with the mayoral elections will be in 2032.

Cllr Pett advised that he had passed the Clerk an email on the Biffa Grants.

42/26 HIGHWAYS

a) RECEIVE AN UPDATE ON BEECH GROVE PATHWAY IMPROVEMENTS

The Councillors would try and find out if the landowner is still wanting to proceed for the next meeting. The matter would then be reviewed at the next meeting.

b) RECEIVE A REPORT ON THE TRAFFIC MANAGEMENT WORKING GROUP

The Clerk had circulated a report on the traffic management working group, to all prior to the meeting (Appendix 2).

The Clerk advised that she had sent out a flyer on Instagram, OIS and Facebook for residents to join the Traffic Management Group and only 1 resident had responded. The Council were disappointed that there had not been more people wanting to join. They asked the Clerk if she had asked the Speed Watch group if they wanted to join. Ther Clerk advised that she hadn't but would do.

Cllrs Egerton, North and Simmons volunteered to be part of the working group along with Gary (ACSO) and another resident who was at the meeting.

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The Clerk advised that she would send out some communications soon on to the volunteers of this working group.

43/26 RECEIVE AN UPDATE FROM GROWS

Cllr Simmons gave a verbal report on GrOws. Cllr Simmons advised that they had visited a garden in Longwood in June, the owner had showed them pictures of the garden when they bought the house, and they experience the garden as it now. This was published in the Newsletter. From this there were discussions on the history of Owslebury and GrOws have decided to investigate a history day, there is one in Buriton on 26th September. Communications will be sent out shortly about this if people would like to join in.

GrOws are considering a Owslebury Safari Jumble Sale, Twyford are holding one on 19th July. Where residents will set up a stall outside their houses and there will be a map to link them all with refreshments along the way.

The litter pick took place on the 13th of June. There was a repair café on 27th June where there was an excess produce stall. The next repair café is in October, which will be the last one of the year. The Owslebury Free Stuff WhatsApp group is going well and has over 100 members.

GrOws are always interested in new members so if anyone wants to join, please contact the GrOws team and come along to the next meeting in August.

44/26 APPROVAL OF THE DRAFT EMERGENCY PLAN

The Clerk had circulated the draft Emergency Plan all prior to the meeting (Appendix 3).

Cllr Simmons advised that the draft Emergency Plan was ready, in addition to the plan there is an appendices which was not in the meeting papers. This includes a map of the village and areas of the village covered by the plan, contact details of key locations and resources, confidential contact directory for the Emergency group, a confidential contact directory for key personal, to be held by the parish clerk, the community emergency co-ordinator has yet to be appointed, and a confidential list of vulnerable residents.

The group would continue developing the operational arrangements and prepare communications inviting residents to volunteer as community representatives. Residents who may require additional assistance during an emergency would also be invited to place themselves, or ask an authorised representative to place them, on a confidential vulnerable persons register. The communications would explain what information would be collected, how it would be used, who would have access to it and how residents could have their details amended or removed.

The Council **resolved** unanimously to approve the draft Emergency Plan.

45/26 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) GENERAL MATTERS

The Clerk advised that she had still not received the playground inspection from Winchester City Council and would chase this up as they were due to complete this in February.

46/26 RIGHTS OF WAY**a) TO AGREE THE COUNCILS COMMENT ON THE PROPOSED DIVERSION OF PART OF OWSLEBURY FOOTPATH 35A**

The Clerk has circulated an email received from the Countryside Access Team on a proposed diversion of footpath 35a, to all prior to the meeting (Appendix 4).

The Council reviewed the footpath diversion, from the map that was shared with them.

The Council **resolved** unanimously not to comment on footpath 35a diversion.

47/26 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS**a) TO NOTE PAYMENTS MADE SINCE THE LAST MEETING AND NOTE RECEIPTS AND TO APPROVE PROPOSED PAYMENTS**

The Council noted the payments made since the previous meeting and the receipts received. The Council resolved unanimously to approve the proposed payments and authorised Cllrs North and Simmons to complete the payment process.

Payments:

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	577.60	Clerks Salary	
59	190.15	HMRC	
60	61.25	Clerks Expenses	
61	284.00	EM Arts	
62	195.00	WCC - Dog Bin Q1	

Receipts:

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

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

The Council resolved unanimously that the June 2026 bank reconciliation be signed by the Chair.

c) CONSIDERATION OF A GRANT TO CITIZEN ADVICE

The Clerk had circulated a letter from the Citizen Advice requesting a grant to all prior to the meeting (Appendix 5)

The Council **resolved** unanimously to approve a grant for £200 to Citizens Advice.

d) REVIEW THE ACTUAL TO BUDGET FOR THE FIRST QUARTER OF 2026/27 INCLUDING THE STATEMENT OF VARIANCE

The Clerk had circulated the budget for the first quarter and the statement of variance, to all prior to the meeting (Appendix 6).

The Council reviewed and noted the actual income and expenditure against the budget for the first quarter of 2026/27, together with the statement of variances.

e) REVIEW AND APPROVE THE CO-OPTION POLICY FOR 2026/27

The Clerk had circulated the Co-option Policy to all prior to the meeting (Appendix 7).

The Council **resolved** unanimously to approve the changes and to change to 2025 to 2026 to the Co-option Policy and place a copy on the website.

f) RECEIVE AND APPROVE THE SCHEME OF DELEGATION TO THE PARISH CLERK 2026/27

The Clerk had circulated the Scheme of Delegation to the Parish Clerk to all prior to the meeting (Appendix 8).

The Chair proposed amendments to the Scheme of Delegation to clarify the Clerk's authority, as Proper Officer, to deal with requests under both the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The amendments also recognised HALC as the Council's usual first source of advice and provided for legal advice to be obtained where genuinely necessary, having regard to the Council's resources and the Clerk's contracted working hours. It was noted that the amendments clarified the Clerk's existing responsibilities and did not confer any new powers.

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The Council **resolved** unanimously to approve the Scheme of Delegation as amended. The final approved version would be published on the Council's website.

g) RECEIVE AND APPROVE THE PLAY AREA RISK ASSESSMENT

The Clerk had circulated the Play Area Risk Assessment to all prior to the meeting (Appendix 9).

The Council **resolved** unanimously to approve the Play Area Policy Document and Risk Assessment and place a copy on the website.

48/26 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

The Chairman asked for the following items to be placed on the September agenda:

Pavilion Committee

It was noted that, in accordance with the Committee's Terms of Reference, the Pavilion Committee would remain a standing item on each Full Council agenda. The next meeting would receive and note the draft minutes of the Pavilion Committee meeting held on 13/07/2026 and receive a report on decisions taken under its delegated authority.

Requests and Resource Implications

Information Requests and Resource Implications — to consider requests received under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, their impact on the Clerk's contracted hours and whether any procedural or resource changes are required; and

Councillor and Staff welfare and conduct

To consider recent incidents affecting the welfare and safety of councillors and staff, including inappropriate communications and approaches to councillors at their homes, and to consider any appropriate actions, guidance or contact protocols. The item would also include a reminder of councillors' responsibilities under the Code of Conduct and Standing Orders.

49/26 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 14th September 2026 at 7.00pm in the parish hall.

There being no further business the Chair closed the meeting at 8.23pm.

Chairman:

Date: