

9. 2026/ 2027

PM.14.09.26

**OWSLEBURY & MORESTEAD PARISH COUNCIL
MINUTES OF THE PAVILION COMMITTEE MEETING HELD ON
14th September 2026
COMMENCING AT 6:00 IN THE OWSLEBURY PARISH HALL**

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

In Attendance: Juanita Madgwick (Clerk), ACSO Gary McCulloch, District Councillor David Ablitt, and County Councillor Jonathan Williams

Also in Attendance: 49 members of the public were present.

40/26 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Smith and District Councillor Pett.

41/26 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

42/26 APPROVAL OF THE MINUTES OF THE PAVILION MEETING ON 13 JULY 2026

The Committee resolved unanimously that the minutes of the Pavilion Committee meeting held on 13 July 2026 were approved as a true record and signed by the Chair.

43/26 PUBLIC QUESTIONS AND COMMENTS

Three residents spoke regarding the proposed pavilion and sports-field development. They expressed support for replacing the existing pavilion but sought clarification on several points, including the design brief, the breakdown of pavilion-related expenditure, whether the Council has an alternative proposal should the padel courts not proceed, and whether the Committee would include members who are not councillors.

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

44/26 RECREATION GROUND PROJECT: CURRENT POSITION AND NEXT STAGE

Cllr North gave a verbal update on the recreation ground project, explaining that the next stage awaits receipt of the pre-application feedback and specialist legal advice, while background research and administrative work can continue in the meantime.

Cllr North advised that the Parish Council Newsletter had been delivered to all households which contained all the information on the Owslebury recreation ground project.

Cllr North advised that the Sports Club has applied to become a charity so that it can apply for grants.

10. 2026/ 2027

PM.14.09.26

45/26 REGISTERED VILLAGE GREEN: REVIEW OF HISTORICAL RECORDS AND LEGAL FRAMEWORK AND AGREEMENT OF THE SEVEN PROPOSED RESOLUTIONS FROM POINT 9.2 AND AUTHORISE THE CLERK IN CONSULTATION WITH THE CHAIR TO FINALISE THE INSTRUCTIONS TO COUNSEL

The Clerk had circulated the registered village green report to all prior to the meeting (Appendix 1)

Cllr Hurlock presented the historical findings concerning Owslebury Recreation Ground, drawing on research at Hampshire Records Office, historic Council documents and information obtained from Hampshire County Council's Countryside team. She explained the origins of the recreation ground under the 1861 Award and distinguished it from the Earl of Northesk's private cricket ground at Longwood.

The Committee **Resolved** unanimously to agree to the seven proposed resolutions from point 9.2 and authorise the Clerk in consultation with the Chair and the Chair of the Parish Council to finalise the instructions to Counsel. The Seven resolutions are as follows:

1	To receive and note the 1861 Award, VG80 register record and confirmed byelaws, and to approve this report, its appendices and the questions in section 8 as the factual and historical basis upon which specialist counsel will be instructed, recognising that the report does not itself constitute legal advice.	
2	To approve the instruction of specialist village green public land counsel on the subject matter of the questions raised in the report the current plans and the documents listed as the appendices to be included to counsel.	
3	To determine , under Financial Regulation 5.12(i), that competitive quotations are not required for this specialist legal service, and to authorise expenditure of up to £7,500 excluding recoverable VAT , including clerking fees and necessary disbursements, from the budget allocated to "Planning Application Costs."	
4.	In consultation with the Chairs of the Pavilion Committee and the Full Council to liaise with BN and counsel , to consolidate the questions and issue the instruction within the approved scope and limit	
5.	To confirm that no final decision to construct the proposal, enter into a binding construction contract, grant a lease or other interest in the land, or adopt a final operating arrangement will be made until counsel has advised on the lawful route and any required consents. This does not prevent surveys, pre-application work or other non-binding preparatory work.	
6.	Following receipt of counsel's advice , to consider the lawful options, publish the Council's conclusions so far as legal professional privilege and confidentiality permit, and undertake any further public engagement considered appropriate before a final decision is made.	
7.	To approve publication on the Council's website of this report and its non-confidential appendices, including a separate permanent webpage containing the confirmed byelaws, the 1861 Award and map, and the VG80 register record, subject to any necessary redaction and confirmation of permission to reproduce third-party material.	

46/26 TO RECEIVE THE FINAL PRELIMINARY ROOST ASSESSMENT AND CONSIDER ITS RECOMMENDATIONS

11. 2026/ 2027
PM.14.09.26

The Clerk advised that the Preliminary Roost Assessment has only been received this afternoon so it had not been circulated to all prior to the meeting, the Clerk advised that it would be added to the meeting papers online.

Cllr Hurlock summarised the report, which assessed the trees proposed for removal as having low to negligible bat roosting potential, with no further surveys required to establish their bat roosting potential or status, subject to a final check before removal. The report recommended planting at least 15 native trees to maintain wildlife connectivity, incorporating integrated bat and swift boxes into the new building, and designing lighting to maintain dark wildlife corridors, with the lighting plan to be reviewed by an ecologist.

47/26 TO RECEIVE AND NOTE THE TREE SURVEY

The Clerk had circulated the Tree Survey to all prior to the meeting (Appendix 2)

The Committee received and noted the Tree Survey.

48/26 TO RECEIVE AND CONSIDER THE WEBSITE OWSLEBURYGREEN.COM AND THE OBJECTION LETTER FROM FRIENDS OF OWSLEBURY GREEN REGARDING THE PROPOSED SPORTS CLUB FACILITIES AT OWSLEBURY RECREATION GROUND AND REQUEST FOR A PUBLIC EXHIBITION, AND TO AGREE THE COUNCILS RESPONSE

The Committee's proposed response to the content of Owsleburygreen.com and the objection letter from Friends of Owslebury Green had been circulated to Committee members and published on the Council's website as part of the meeting papers (Appendix 3). It was proposed that the response be sent to the group with a request to correct the inaccuracies identified on its website.

The Clerk and Cllr Hurlock read out the proposed response to Owslebury Friends objection and Owsleburygreen.com website.

During the reading of the proposed response, a resident began to speak and was asked to stop, as the public participation period had concluded and members of the public were no longer permitted to contribute. Despite this instruction, the resident continued, became angry, and began shouting at the Council. The Committee again directed the resident to stop, but they refused. A councillor then requested a vote to suspend the meeting. The Committee unanimously **resolved** to suspend the meeting temporarily and asked the ACSO to remove the resident, as their behaviour had become aggressive and offensive towards councillors

The meeting was started again at 6:37pm.

The Committee **Resolved** unanimously to agree to the proposed response on the Owsleburygreen.com website and response to the Friends of Owslebury Green.

49/26 CONSIDERATION AND AGREEMENT TO A PUBLIC EXHIBITION REGARDING THE PROPOSED FACILITIES AT THE OWSLEBURY RECREATION GROUND FOLLOWING RECEIPT OF PRE-APPLICATION AND LEGAL ADVICE

12. 2026/ 2027

PM.14.09.26

The Committee **Resolved** unanimously to agree to a public exhibition regarding the proposed facilities at the Owslebury Recreation Ground following receipt of Pre-Application and legal advice.

50/26 CONSIDERATION AND AGREEMENT THE UNDERTAKING OF A RESIDENT SURVEY ON THE OWSLEBURY RECREATION GROUND FINAL PLANS FOLLOWING RECEIPT OF PRE-APPLICATION FEEDBACK AND LEGAL ADVICE, AND TO AUTHORISE THE CLERK IN CONSULTATION WITH THE CHAIR, TO PUBLISH THE SURVEY

The Committee unanimously resolved to undertake a resident survey on the plans finalised for consultation following receipt of pre-application feedback and legal advice, and to authorise the Clerk, in consultation with the Chair, to publish the survey. The plans would remain subject to consideration of the survey responses and subsequent detailed design refinements.

51/26 AGREEMENT TO RENAME THE PAVILLION COMMITTEE TO THE OWSLEBURY RECREATION GROUND COMMITTEE IN ORDER TO BETTER REFLECT THE COMMITTEES REMIT, RESPONSIBILITIES, AND OVERSIGHT OF ALL FACILITIES AND ACTIVITIES ASSOCIATED WITH THE RECREATION GROUND

The Committee **Resolved** unanimously to rename the Pavilion Committee to the Owslebury Recreation Ground Committee.

52/26 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

None

53/26 TO NOTE THE DATE FOR THE NEXT PAVILION COMMITTEE MEETING

The next Recreation Ground Committee meeting will be held on Monday 12th October 2026 at 6.00pm in Owslebury Village Hall

There being no further business, the Chair closed the meeting at 6.46pm.

Chairman:

Date:

WINCHESTER CITY COUNCIL UPPER MEON VALLEY WARD – PARISH UPDATE – OCTOBER 2026

Local Government Reorganisation (LGR)

During September, the Government confirmed it was pausing local government reorganisation in many areas and 'withdrawing' its plans for Hampshire and three other counties where requests for Judicial Review had been submitted. With councils, organisations and political parties preparing for many months for the effects of LGR this is a very unwelcome u-turn which may result in yet another change of heart in the future. The previous proposal would have seen the Winchester District become part of a new Mid Hampshire Unitary, alongside Test Valley, East Hampshire and parts of the New Forest. The existing councils will consequently continue as normal and importantly the May 2027 Winchester City Council elections will take place on the existing council boundaries; one of the Upper Meon Valley seats will be contested, together with any Parish Councils that were previously due to be elected in the 2027 cycle.

Winchester District Local Plan 2026-2044

Of relevance to the small areas of the ward that are outside the National Park, the Winchester District Local Plan was adopted in March and the Council are now preparing the next Local Plan. The Government has changed the timeline and process for the new Local Plan which now requires them to be prepared with a 30-month timescale. The first stage is a Scoping Consultation. The consultation is seeking views on the main issues the plan addresses such as housing, environment, infrastructure, and climate change. Search: Winchester Local Plan 2044 Scoping Consultation.

New South Downs Local Plan

The Regulation 19 consultation received more than 2,700 representations from around 1,300 respondents. Officers are currently reviewing all consultation responses and supporting documents and summary, and any proposed modifications will be considered by the Planning Committee on 12 November 2026 and by the full Authority on 8 December 2026, when a decision will be made on whether to submit the Local Plan for independent examination. Subject to the Authority's decision in December, the Local Plan is expected to be submitted for examination before the end of 2026. The Authority has been told that the Planning Inspectorate is expecting a high number of Local Plan submissions before the December deadline, so there may be some delay before examinations begin.

Droxford Fire Station

We have been working closely with Councillors in Central Meon Valley, Danny Chambers MP and meeting members of the fire service management, to secure the long-term future of Droxford Fire Station. The station building fabric is rapidly deteriorating and will shortly require a complete rebuild to make it safe and suitable for the crew based there. There is a risk that as a result of cost cutting pressures in the fire service, that Droxford would close and its operations distributed between Wickham and Bishops Waltham. We held a rally recently attended by over 100 concerned local residents and representatives, to seek assurances from fire service senior officers that the funding for the rebuild of the station will be formally ringfenced and the future of the station publicly confirmed.

Rural Buses

We have engaged with the HCC Public Transport team with a view to improving the utility of the 63 bus that serves Owslebury two days a week. Ideas being explored are for the morning journeys to run direct to Winchester from Morestead, giving residents longer in Winchester before the early afternoon return journey. This would allow the vehicle to also do two return runs from Winchester to Oliver's Battery during the morning.

We have also learned that the current contract for the 67 bus, Winchester to Petersfield via Cheriton, Bramdean and West Meon, will remain in place at least until the end of July next year and is likely to be further extended to end July 2029. We will similarly continue to work for improvements to the schedule within the tight constraints of the current contract.

Jerry Pett
David Ablitt
Winchester City Council Ward Members for Upper Meon Valley

Owslebury & Morestead Parish Council

GrOws (Green Owslebury Climate Action)

Working Group – Terms of Reference

Purpose of the Working Group

The Working Group is made up of members of the public from Owslebury parish and at least one council member. The purpose of the Working Group is to organise activities to take action against Climate Change in Owslebury and Morestead.

Terms of Reference

1. The working group will include at least one council member in an advisory capacity determined by the parish council. Council Membership of the Working Group is determined and reviewed at the annual meeting of the council in May, or at a full council meeting.
2. Membership constitutes attending at least 3 of the GrOws monthly meetings per year and participation in the GrOws WhatsApp group.
3. The Working Group may invite members of the public from Owslebury and Morestead parish to join the efforts of the group and to attend meetings and become a member.
4. Members shall:
 - a. Review these terms of reference annually.
 - b. The group will appoint a Lead Member/Chair and may appoint deputy leads as required. Appoint a member (or members) as Lead Member/Chair who will act as the primary contact(s) to the council.
 - c. ~~Appoint 2 deputy chairs unless there are two lead members.~~
5. In line with the purpose set by the council, the remit of the Working Group is to:
 - i. Offer information and guidance to encourage the community of Owslebury and Morestead tackle climate change
 - ii. Organise projects to promote sustainable living.
 - iii. Promote protection of our local environment and increase its biodiversity.
 - iv. Liaise, learn and connect with other individuals, organisations and groups in our community and in the wider area to enable positive changes to reduce our impact on the environment.
- ~~65.~~ The Working Group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
- ~~76.~~ The Working Group may commit expenditure from funds specifically allocated to it by the Parish Council, or from funds it has raised independently, provided such expenditure complies with the Parish Council's Financial Regulations. The Lead Member(s) will liaise with the Clerk regarding access to funds and financial processes
~~The working group has discretion to commit to spending funds ring-fenced that are in the Parish Council's budget or raised by their own activities without reverting to the Parish Council for approval. The Leader(s) will liaise with the Parish Clerk regarding access to funds and making deposits.~~
- ~~87.~~ The Working Group will abide by the Parish Council's Financial Regulations.

98. The working group reports to the council and should provide monthly reports to keep the council informed.

109. Meetings of the Working Group are informal and not subject to statutory notice requirements.

~~Meetings of the Working Group are informal~~ and therefore do not need to be held in public and may be held remotely.

~~1140. Meetings of the Working Group do not need to be minuted, but minutes are strongly recommended to support accurate monthly reporting to the Council but minutes are considered best practice to allow for accurate reporting to the council.~~

1244. The Working Group may be disbanded by resolution of the Parish Council if its purpose has been fulfilled or if the council determines it is no longer required
~~Once the purpose of the Working Group has been fulfilled it will be disbanded.~~

The Working Group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee. The Working Group cannot enter into contracts on behalf of the council.

These Terms of Reference will be reviewed yearly by the Council and the Working Group as set out above.

Draft – August 2024

Updated Draft October 2024

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

1. Establishment

The Sports Committee is established under Sections 101 and 102 of the Local Government Act 1972 as a committee of Owslebury Parish Council, with delegated powers as set out below.

2. Purpose

To oversee and manage matters relating to the development of parish sports facilities, including the proposed pavilion, playing fields, and associated projects, in line with council priorities and approved budgets and to of parish sports facilities, ensuring compliance with statutory requirements, planning conditions, and council policies-

3. Membership

- The Committee shall consist of **[5] Parish Councillors** appointed annually at the Annual Council Meeting.
- Only councillors shall be voting members.
- Members must declare any disclosable pecuniary or personal interests in accordance with the Council's Code of Conduct
- The Committee may invite representatives of local sports clubs, user groups, or residents to attend in a **non-voting advisory capacity**.

4. Quorum

- The quorum shall be **3 councillor members**.
- A meeting lacking quorum shall not transact business. If a meeting becomes inquorate, business shall be adjourned to the next scheduled meeting or to a date agreed by the Chair.

5. Chair

- A Chair shall be elected by the Committee at its first meeting following the Annual Council Meeting along with a Vice Chair-

6. Delegated Powers

The Committee is delegated authority to:

- Manage and monitor the delivery of sports facilities and pavilion projects within budgets and parameters approved by Full Council.
- The Committee may instruct professional advisers and contractors only through the Clerk/RFO and in accordance with the Council's Standing Orders and Financial Regulations. ~~Instruct professional advisers and contractors in accordance with the Council's Financial Regulations and Standing Orders.~~
- The Committee may authorise expenditure within the approved budget, subject to confirmation by the Clerk/RFO that funds are available and procurement rules have been met. ~~Authorise expenditure up to the limit of the approved budget.~~
- Recommend to Full Council any additional funding requirements, grant applications, or strategic decisions beyond the approved budget or terms of reference.
- The group holds delegated authority from the Parish Council to collect data and request input from other agencies and organisations. Owslebury Parish Council is the data controller and all data will be held in the Parish Council office only. and all data shall be stored and processed in accordance with the Council's Data Protection Policy ~~and all data~~

7. Finance & Procurement

- All financial decisions must comply with the Council's **Financial Regulations**, including thresholds for quotes and tenders.
- All contracts shall be in the name of the **Parish Council**, not individual councillors or committee members.

- The Responsible Financial Officer (Clerk) shall support and advise the Committee to ensure lawful practice.

- All procurement must be conducted through the Clerk/RFO, who is the only officer authorised to place orders or enter into contracts on behalf of the Council.

- All quotes and tenders must be obtained and recorded in writing.

8. Meetings & Reporting

- Meetings shall be convened and conducted in accordance with the **Local Government Act 1972** (notice, public access, minutes).

- The Committee shall report to Full Council by submitting draft minutes and recommendations after each meeting.

- At least 3 working days' notice will be given to the members and an agenda circulated. The minutes will be added to the Parish Councils website.

- Agendas shall be published on the Parish Council website at least three clear working days before the meeting.

- Public participation shall be conducted in accordance with the Council's Standing Orders

9. Review

- These Terms of Reference shall be reviewed annually at the Annual Council Meeting, or sooner if required.

- The group will remain in existence until disbanded on agreement by the Parish Council.

- Any amendments must be approved by Full Council.

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10. Conduct & Governance

- Committee members shall adhere to the Parish Council's Code of Conduct, Standing Orders, Financial Regulations, and all relevant statutory requirements. Failure to comply may result in removal from the Committee by resolution of Full Council.

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MEETING REPORT: Playground
DATE: 12th October
WRITTEN BY: The Clerk
AGENDA ITEM: 85 (b)

I can confirm that the remedial works have now been completed in the playground.

Please see their findings below:

- Following the roundabout service, they discovered that the bearing was dry. They have applied some grease, which should help temporarily.
- When replacing the bearing on the Multiplay Unit, they noticed that the unit is missing a number of caps.
- They also noticed that there appears to be a fair amount of movement in the legs of the unit.

Would the council like to investigate the movement in the legs further? It may also be advisable to mention this to the inspector so the unit can be checked during their next visit.

NOTICE OF MAKING AN ORDER
HIGHWAYS ACT 1980
WILDLIFE AND COUNTRYSIDE ACT 1981
HAMPSHIRE COUNTY COUNCIL
THE HAMPSHIRE (WINCHESTER NO.81)
(PARISH OF OWSLEBURY - PART OF FOOTPATH NO.35A)
PUBLIC PATH DIVERSION AND DEFINITIVE MAP AND STATEMENT
MODIFICATION ORDER 2026

The above-named Order, made on 10 September 2026 under Section 119 of the Highways Act 1980, will divert the public footpath currently shown on the definitive map to a new alignment running immediately parallel, which matches the route that is currently in public use.

A copy of the Order and the Order map have been placed and may be seen free of charge at the offices of Hampshire County Council, The Castle, Winchester, SO23 8UD and at the offices of Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ; or online at www.hants.gov.uk/publicnotices. Copies of the Order and the map can be provided on request.

Any representations about or objections to the Order may be sent in writing to the Head of Countryside Access, Universal Services, Hampshire County Council, The Castle, Winchester, SO23 8UD or via e-mail to row.notices@hants.gov.uk quoting reference:- PPO 5291 no later than 30 October 2026. Please state the grounds on which they are made.

The personal data you provide in any representation 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. 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/>.

If no such representations or objections are duly made, or if any so made are withdrawn, Hampshire County Council may confirm the Order as an unopposed order. If the Order is sent to the Secretary of State for Environment, Food and Rural Affairs for confirmation any representations and objections which have not been withdrawn will be sent with the Order.

DATED this 2nd day of October 2026

PATRICK BLOGG, Director of Universal Services, The Castle, Winchester, SO23 8UD

**HAMPSHIRE COUNTY COUNCIL
HIGHWAYS ACT 1980
WILDLIFE AND COUNTRYSIDE ACT 1981**

**THE HAMPSHIRE (WINCHESTER NO.81)
(PARISH OF OWSLEBURY - PART OF FOOTPATH NO.35A)
PUBLIC PATH DIVERSION AND DEFINITIVE MAP AND STATEMENT
MODIFICATION ORDER 2026**

This Order is made by Hampshire County Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owner of the land crossed by the footpath described in paragraph 1 of this order it is expedient that the line of the path should be diverted.

This Order is also made under section 53A(2) of the Wildlife and Countryside Act 1981 ("the 1981 Act") because it appears to the authority that the Hampshire Definitive Map and Statement of Public Rights of Way (dated 15th December 2007) require modification in consequence of the occurrence of an event specified in section 53(3)(a)(i) of the 1981 Act, namely, the diversion (as authorised by this order) of a highway shown or required to be shown in the map and statement.

Mrs Jennifer Woodman has agreed to defray any compensation which becomes payable in consequence of the coming into force of this Order and any expenses which are incurred in bringing the new path into a fit condition for use by the public.

Winchester City Council have been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER:

1. The public right of way over the land situated at Owslebury shown by a bold continuous line on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up when Hampshire County Council has confirmed the order and thereupon the Hampshire Definitive Map of Public Rights of Way (dated 15th December 2007) shall be modified by deleting from it that public right of way.
2. Notwithstanding this Order all Statutory Undertakers shall have the same rights over the land referred to in paragraph 1 as they have hitherto enjoyed.
3. There shall be from the date of confirmation of this Order a public footpath over the land situate at Owslebury described in Part 2 of the Schedule and shown by a bold broken line on the map contained in this Order, and thereupon the Hampshire Definitive Map of Public Rights of Way (dated 15th December 2007) shall be modified by adding that footpath to it.
- 3A. The Hampshire Definitive Statement of Public Rights of Way (dated 15th December 2007) shall be modified as described in Part 4 of the Schedule to this Order.

GIVEN this 10th day of September 2026

THE COMMON SEAL of HAMPSHIRE)
COUNTY COUNCIL was hereunto)
affixed in the presence of:-)

Authorised Signatory



39/0265

SCHEDULE

PART 1

DESCRIPTION OF SITE OF EXISTING RIGHTS OF WAY

Owslebury Footpath No.35a

From SU 5134 2153 to SU 5130 2147 via SU 5129 2148

That part of Owslebury Footpath No.35a which commences at SU 5134 2153 (Point A on the Order Plan) and proceeds south-eastwards then south-westwards to SU 5129 2148 (Point B), continuing south-eastwards to SU 5130 2147 (Point C).

Approximately 101 metres in length.

PART 2

DESCRIPTION OF SITE OF NEW RIGHT OF WAY

Owslebury Footpath No.35a

From SU 5134 2153 to SU 5130 2147 via SU 5129 2148

A 1.5-metre-wide path in the Parish of Owslebury Footpath No.35a which commences at SU 5134 2153 (Point A on the Order Plan) and proceeds south-eastwards then south-westwards to SU 5129 2148 (Point D), then south-eastwards between fencing to SU 5130 2147(Point C).

Approximately 93 metres in length.

PART 3

MODIFICATION OF DEFINITIVE STATEMENT

Variation of particulars of path or way

The Definitive Statement for the Parish of Owslebury shall be amended as follows:

Add: "The path follows a diverted route, 1.5 metres wide, between 5134 2153 and 5130 2147"

NOTE: ALL LENGTHS ARE APPROXIMATE

HAMPSHIRE COUNTY COUNCIL

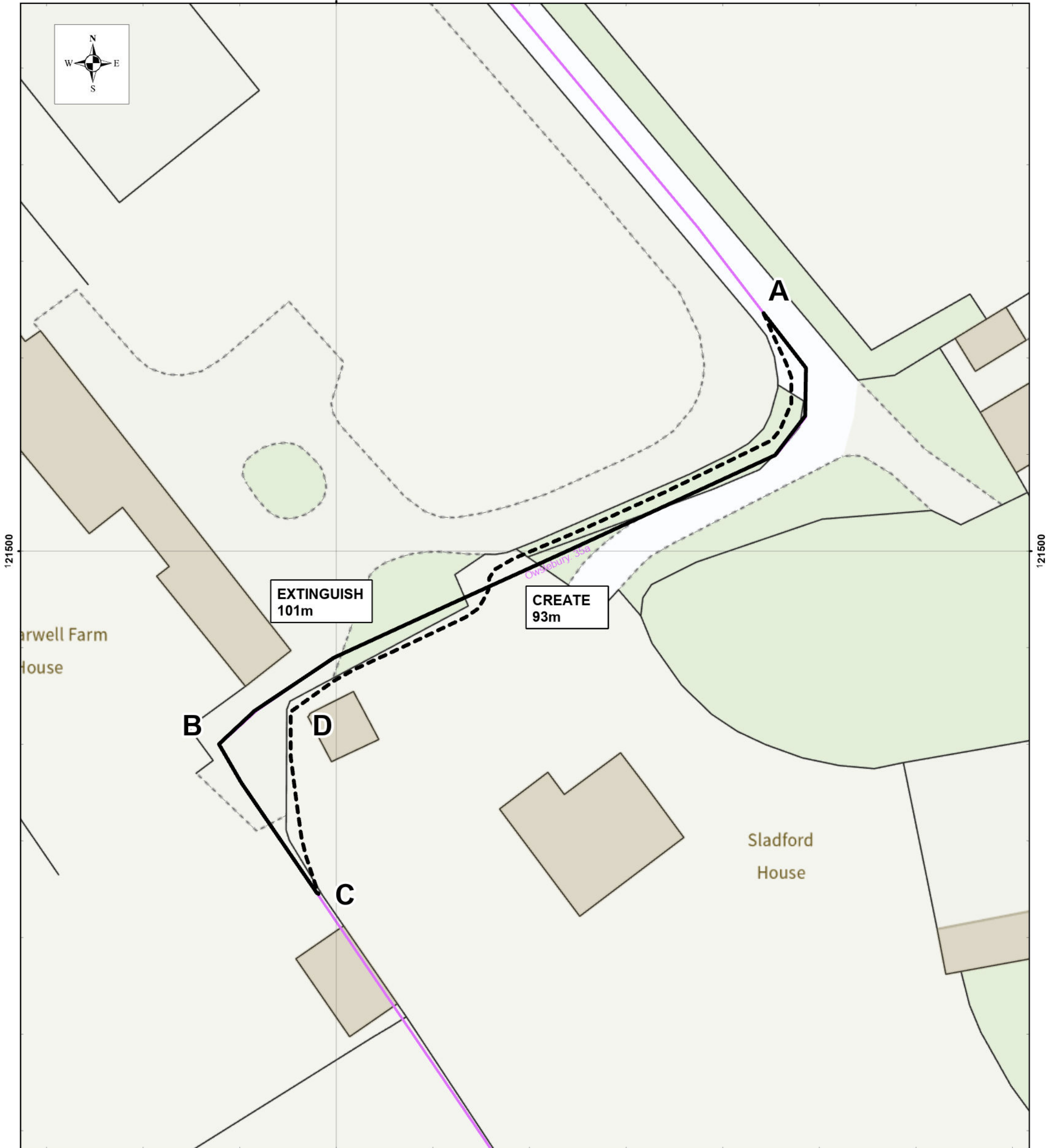
MAP REFERRED TO IN

THE HAMPSHIRE (WINCHESTER CITY NO.81)

(PARISH OF OWSLEBURY - PART OF FOOTPATH 35A)

PUBLIC PATH DIVERSION AND DEFINITIVE MAP MODIFICATION ORDER 2026

451300



121500

121500

451300

SCALE 1:377

LEGEND

PUBLIC FOOTPATH
TO BE CREATED :-

PUBLIC FOOTPATH TO
BE EXTINGUISHED :-

EXISTING PUBLIC
FOOTPATH :-

MAP PRODUCED FROM DIGITAL DATA
SUPPLIED BY ORDNANCE SURVEY

THE COMMON SEAL OF HAMPSHIRE COUNTY
COUNCIL WAS HEREUNTO AFFIXED IN THE
PRESENCE OF:-

.....AUTHORISED
SIGNATORY

DATE.....

REPRODUCED FROM THE O.S. MAPPING
WITH THE PERMISSION OF THE
CONTROLLER OF HMSO © CROWN.
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PROSECUTION OR CIVIL PROCEEDINGS.
HCC LICENCE No.100019180 DATE (01.09.2026)

PATRICK BLOGG, DIRECTOR OF
UNIVERSAL SERVICES, WINCHESTER

Owslebury Parish Council
2026/27

PAYMENTS	Amount (£)	Payee	Payment Type
99	8.53	3 - Phone	DD
100	36.00	CPRE	
101	840.00	Peach Ecology	
102	3.60	IONOS - Managed Wordpress	DD
103	4.25	Bank Charges	DD
104	153.65	Community Garden Supper - C Chaplin-Rogers	
105	90.00	Sentry Storage	
106	24.98	Amazon - Printer Cartridges	CC
107	6.00	IONOS - WordPress Hosting	DD
108	131.40	Phil Space - Toilet	
109	15.62	OPHMC - Grows Meeting	
110	35.51	OPHMC - Meeting Expenses Sep	
111	721.90	Clerks Salary	SO
112	253.42	HMRC	
113	96.45	Clerks Expenses	
114	284.00	EM Arts	
115	415.00	S Comley - Grass Cutting	

Voucher	Amount (£)	Payee	
RECEIPTS			
19	147.14	CCLA - Deposit Interest	
20	25,490.00	WCC Precept	
21	20.00	Invoice No. 28 - Geleb Field	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

30/09/2026

CASH BOOK BALANCE		£	£
	Balances 1st April 2025		45,943.42
	income		64,655.64
	expenses		-37,406.21
	CASH BOOK BALANCE		73,192.85
	add o/s payment		3,112.46
	less o/s receipts		
	Control total		76,305.31
BANK STATEMENTS			
	Treasurers account	76,305.31	
	Business 30 Day notice	0.00	
	Business Instant access	0.00	
	Per bank statements		76,305.31
	Difference		0.00

2. SHORT TERM DEPOSIT

CCLA	45,000.00
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3. TOTAL OF BANK AND SHORT TERM DEPOSITS	118,192.85
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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		50,980	50,980		
CIL Money								1,684		
Ring fenced Xmas lights	250	975			2,113					
Ring fenced other			100	2,440	1,364			4,860		
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	115		
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	862		
Fixed deposit	50	25	604							
Cash Back Credit Card					8		2	0		
VAT Refund	3,893	4,297	3,559	3,559	4,682			3,554		
Total Receipts	33,022	38,048	45,229	56,217	59,228		54,942	64,655		

<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	3,754	54	
Income Tax	1,271	1,325	1,485	1,594	1,679		1,800	939	52	
Employers NI			32	10	509		570	329	58	
Clerk's travel	103	73	60	21	41		150	50	34	
ACSO	9,248	9,858	11,107	11,108	9,483		12,900	4,841	38	
Administration / General Expenditure										
Community Engagement					1,365		3,380	1,704	50	
Chairman's Expenses	80	80	0	0	0		80	0	0	

Councillors Expenses			0	0	0	50	0	0	£5.27 taken from Ring Fenced Money
Clerk & Councillors Training	95	947	292	292	268	500	59	12	
Publications			0	0	331	300	357	119	
Postage	12	13	0	24	27	30	7	24	
Clerk's Broadband Allowances	242	135	109	104	112	120	60	50	
Clerk's Working from Home Allowances	125	125	125	125	125	125	63	50	
Telephone		161	80	73	76	100	43	43	
Accounting Package						300		0	
Stationary	114	127	70	526	53	100	113	113	
Meeting Expenses	370	378	373	394	319	450	157	35	
Insurances	782	583	549	571	699	720	705	98	
Audit	420	435	470	495	625	650	640	98	
Office Equipment	670	358	377	278	477	420	11	3	
Website	359	349	431	486	702	620	138	22	
Credit Card	32	32	32	32	32	32	32	100	
PO Box	300	315	330	354	372	470	417	89	
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	26	51	
Storage Costs					713	880	450	51	
General Maintenance									
Grass Cutting	2,615	1,495	2,005	1,750	2,120	2,500	1,420	57	
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	796	27	
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	36	100	
Information Commissioner	35	35	35	35	47	50	47	94	

Parish Online	75		75	75	75	75		0	Half to be taken out of Police and crime commissioners grant
Survey Monkey	320						100	0	
Canva								0	
Grants				1,695		2,000		0	
St Andrew's Church		400	1,000		1,000				
Morestead Church	200		200		300				
Owslebury Newsletter		100	150						
Christmas Lights									
Winchester CAB	250	250	250		250		200		
OMCA		500							
Hampshire Archive	200								
OMPHC	850								
ADD									
The Friday Club		200			200				
Hampshire & Isle of Wight Trust									
Winchester Villages Trust			32				35	2	
Life Education Wessex			100		155				
Bishops Waltham Mens Shed									
Community Projects									
Speed Sign						3,500	5,178	148	
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	1,809	1,000	930	93	
Christmas Lights			747						
Jubilee Trees				440					
New Play Equipment									
Resurfacing Rights of Way									
War Memorial					248				
Remembrance Day					41				
Trail Cameras					216				
Xmas Lights					722				

Pavilion									
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			4,000	
Total Expenses	34,172	41,484	45,252	38,715	56,266		47,509	28,137	
Net Surplus/(Deficit)	-1,150	-3,436	-23	17,501	2,962		7,433	36,519	

RESERVES	2021/22	2022/23	2023/24	2024/25	2025/26
Opening reserves at beginning of financial year	75,088	73,938	70,503	70,480	87,981
Net surplus/deficit for financial year	-1,150	-3,436	-23	17,501	2,962
Closing reserves at 31st March	73,938	70,502	70,480	87,981	90,943

SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES	
<u>Ring fenced</u>	
Xmas lights (public funding)	3,121.62
Police and Crime Commissioner Grant	1,911.00
CIL Money	1,684.20
GrOws	1,633.87
Total ring fenced	8,350.69
<u>Ear marked</u>	
Pavilion	22,645.70

Play Area Equipment	3,000.00
MUGA for Play Area	15,000.00
Total ear marked	40,645.70
General reserve	41,946.36
Total reserves	90,942.75

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
Sports Group Hire	500			
Total Receipts	500			

<u>Expenditure</u>	Budget Expenses 2026/27	Actual Expenses 2026/27		Comments
<u>Fixed Costs</u>				
Water				
Electricity				
Toilet for Sports Ground	1,700	668	39	
Green Keeping	1,500	0	0	
Pitch Marking & Painting	1,200	0	0	
Meeting Expenses	0	26		
<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	5,510	20	
Total Expenses	32,000	8,854		
Total Budget	-31,500	22,646		

MEETING REPORT: Budget Monitoring Report

DATE: 12 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 87 (c)

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

Budget heading

Explanation

Admin Costs

Publications (+£100)

Stationary (+ 15%)

Audit (+15%)

Insurance (+ 15%)

Credit Card Fee (+15%)

PO Box (+ 15%)

Publication of 2 Newsletters

New Files, Printer Cartridges, items for
Community Awards

Internal Auditor paid in full in May

Paid in full in May

Paid in full in June

Paid in full September

Subscriptions

HALC (+15%)

CPRE (+15%)

Information Commissioner (+15%)

Subscription paid in full in April

Subscription paid in full in September

Subscription paid in full in September

Community Projects

Speed Indicator Sign (+£100)

Purchased 2 one with budget money and
one with Police Grant

Pavilion

Benches for Sports Field (+15%)

Sports Field Sign (+15%)

Not budgeted for

Not budgeted for

Owslebury Parish Council

Budget for Financial Year April 2027 - March 2028

Income	Actual Receipts 23/24	Actual Receipts 2024/25	Actual Receipts 2025/26	Budget Receipts 2026/27	Forecast Receipts 2026/27	Budget Receipts 2027/28	Comments	Budget Receipts 2028/29	Budget Receipts 2029/30
	£	£	£	£	£				
Precept	40,125	44,138	48,552	52,009	52,009				
CIL Money					1,684				
Ring fenced Xmas lights			2,113						
Ring fenced other	100	2,440	1,364		4,500				
Ring fenced Eastleigh									
General donations	82	4,550	60	2,500	2,500	2,500	Boomtown Grant	2,500	2,500
Sports Club									
Play Area Income									
Glebe Field Income		175	253	160	130	120		120	120
Sub Station Rent	100	100	100	100	100	100		100	100
Insurance Refund			442						
SSE Refund	660								
Interest Received from investment		1,254	1,655	1,200	1,200	1,200		1,200	1,200
Fixed deposit	604								
Cash Back Credit Card			8	2					
VAT Refund	3,559	3,559	4,682						
Total Receipts	45,229	56,217	59,228	55,971	62,123	3,920		3,920	3,920

Expenditure	Actual Expenses to Sep 23/24	Actual Expenses 2024/25	Actual Expenses 2025/26	Budget Expenses 2026/27	Forecast Expenses 2026/27	Budget Expenses 2027/28	Comments	Budget Expenses 2028/29	Budget Expenses 2029/30
Staff Costs									
Clerk's Net Salary	5,941	6,377	7,785	7,000	8,000	9,000	New Clerk Salary	7,865	8,337
Income Tax	1,485	1,594	1,679	1,800	1,800	2,400		2,022	2,144
NI	32	10	509	570	760	1,200		640	678
Pension									
Clerk's travel	60	21	41	150	60	150		150	150
ACSO	11,107	11,108	9,483	12,900	12,900	13,674		14,495	15,365
Administration / General Expenditure									
Community Engagement			1,365	3,380	2,000	0		0	0
Chairman's Expenses	0	0	0	80	0	80		80	80
Councillors Expenses	0	0	0	50	0	50		50	50
Clerk & Councillors Training	292	292	268	500	350	500		500	500
Publications	0	0	331	300	360	500		500	500
Postage	0	24	27	30	20	32		34	36
Clerk's Broadband Allowances	109	104	112	120	120	125		130	135
Clerk's Working from Home Allowances	125	125	125	125	125	125		125	125
Telephone	80	73	76	100	95	104		108	112
Accounting Package				300	0	0		0	0
Stationary	70	526	53	100	250	200		250	260
Meeting Expenses	373	394	319	450	400	470		490	510
Insurances	549	571	699	720	705	750		770	790
Audit	470	495	625	650	640	700		700	725
Office Equipment	377	278	477	420	420	450		480	510
Website	431	486	702	620	620	650		550	550
Credit Card	32	32	32	32	32	32		32	32
PO Box	330	354	372	470	417	490		510	530
Street Lighting									
Land Registry	268	0	0	20	0	20		20	20
Election Costs		0	0		0				
Shredding		0	0		0				
Local Council Award Scheme		50	0	150	0	150			
Defib			271	300	0	300		300	300
Bank Charges		4	51	51	55	60		60	65
Storage Costs			713	880	880	960		952	990
General Maintenance									
Grass Cutting	2,005	1,750	2,120	2,500	2,500	2,500		2,500	2,500
Dog Waste Collections	585	780	975	780	780	800		780	780
Play Area Repairs & Inspections	6,312	1,426	3,728	3,000	5,000	3,500		3,000	3,000
General Maintenance / Repairs	411	0	0	500	0	500		500	500
Tree Works	0	650	1,225			2,500		1,500	500
Lengthsman scheme		0	0						
Community Assets Maintenance	0	332	127	1,000	500	1,500		1,500	1,500

PAT Testing			0	100	100	50		50	50
Subscriptions									
Hampshire Association of Local Councils (HALC)	351	336	426	450	407	470		490	510
Society of Local Council Clerks (SLCC)	139	144	150	150	150	170		190	210
Hants. Playing Fields Association									
Council for Protection of Rural England (CPRE)	36	36	36	36	36	36		36	36
Information Commissioner	35	35	47	50	50	50		50	50
Parish Online	75	75	75	75	75	75		75	75
Survey Monkey									
Canva				100	0	0		0	0
Grants		1,695		2,000	2,000	2,000		2,000	2,000
St Andrew's Church	1,000		1,000						
Morestead Church	200		300						
Owslebury Newsletter	150								
Christmas Lights									
Winchester CAB	250		250						
OMCA									
Hampshire Archive									
OMPHC									
ADD									
OSCC			200						
Hampshire & Isle of Wight Trust									
Winchester Villages Trust	32								
Life Education Wessex	100		155						
Bishops Waltham Mens Shed									
Community Projects									
Speed Sign				3,500	5,178				
Bollard for Footpath 31									
Red Lane Re surfacing									
Topography Survey & Desgin Beech Grove									
Affordable Housing Survey									
Notice Board									
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	1,809	1,000	1,000	1,000		1,000	1,000
Christmas Lights	747								
Jubilee Trees		440							
New Play Equipment									
Resurfacing Rights of Way									
War Memorial			248						
Remembrance Day			41						
Trail Cameras			216						
Xmas Lights			722						
Pavilion						25,000			
Water									
Electricity									
Container & Paint									
Removal of Pavilion									
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 & Green Keeping			1,023						
Football Goals			741						
Signs			20						
Meeting Expenses			17						
VAT Paid	4,088	3,314	5,703						
Total Expenses	45,252	38,715	56,266	47,509	48,785	73,323		45,484	46,205
Net Surplus/(Deficit)	-23	17,501	2,962	8,462	13,338	-69,403		-41,564	-42,285

RESERVES	2023/24	2024/25	2025/26	2026/27
Opening reserves at beginning of financial year 1st April	70,503	70,480	87,981	90,943
Net surplus/deficit for financial year	-23	17,501	2,962	13,338
Closing reserves at 31st March	70,480	87,981	90,943	104,281

Owslebury Parish Council - RECREATION BUDGET

Budget for Financial Year April 2027 - March 2028

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

<u>Expenditure</u>	Budget Expenses 2026/27	Budget Forecast 2026/27		Budget Expenses 2027/28	Comments	Budget Expenses 2028/29	Budget Expenses 2029/30
<u>Fixed Costs</u>							
Water							
Electricity							
Toilet for Sports Ground	1,700	1,500		1,700		1,840	1,920
Green Keeping	1,500			1,500		1,500	1,500
Pitch Marking & Painting	1,200	800		1,200		1,300	1,350
Meeting Expenses		85		100		110	120
<u>General</u>							
Benches for Sports Ground	0	1,924					
Sports Field Sign	100	76					
<u>Project Costs</u>							
Planning Application Costs	27,500						
Reports for Planning Application		1,600		4,000			
Planning Application Cost		150		300			
Architect Costs		3,760		4,500			
Barrister Costs		7,500					
Total Expenses	32,000	17,395		13,300		4,750	4,890
Total Budget	-31,500	-17,395		-13,300		-4,750	-4,890



Complaints Handling and Complaints Procedure

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

Owslebury & Morestead Parish Council

Owslebury and Morestead Parish Council is committed to high standards of administration, openness, and accountability. We aim to deliver our services fairly, efficiently, and transparently, and we recognise the importance of listening to residents when concerns arise.

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We welcome feedback and take all complaints seriously. This Complaints Procedure explains how you can raise a concern, how the council will investigate it, and the steps we will take to resolve matters promptly and professionally. Our approach is guided by the principles of good governance, respect, and continuous improvement.

Complaints Procedure

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

This policy sets out how the council handles complaints about the administration, procedures, or services delivered by the council, and how concerns raised by members of the public will be investigated and resolved. A complaint is an expression of dissatisfaction about the council's actions, decisions, or the standard of service provided. This Complaints Procedure applies to complaints about council administration and procedures affairs of the council. The policy does not deal with grievance issues from staff nor with any matters relating to third parties that do not relate to action taken by the council.

This Complaints Procedure does not apply to the following circumstances:

- Alleged financial irregularity

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

Detailed information about your rights can be found [here](#).
- Alleged criminal activity

Should you suspect criminal activity; this should be reported to the police for investigation.
- Alleged breach of the code of conduct adopted by the council

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

These matters are dealt with under the council's disciplinary and grievance procedures.

Who can complain?

Anyone who lives [or works](#) in or near Morestead or Owslebury who is affected by decisions made by the council has a right to complain.

How to complain

Informal Complaint:

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

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

OWSLEBURY & MORESTEAD PARISH COUNCIL



The council will aim to respond to informal complaints within 10 working days.

Formal Complaint:

The council requests that any formal complaints are directed to the Clerk in writing giving full details of the complaint. If possible, the complaint should include details of any dates/times, references to council minutes, details of staff or councillors concerned, copies of any correspondence and your contact details.

~~If the complaint is about, for example, the Chairman, then you may direct your complaint to another councillor or the Clerk.~~

If the complaint concerns the Clerk, it should be submitted to the Chairman. If the complaint concerns the Chairman, it should be submitted to the Clerk

All complaints should be sent to:

Juanita Madgwick
The Clerk of Owslebury and Morestead Parish Council

PO Box 783
Winchester
Hampshire
SO23 3RD

Tel: 07869 814452

Email: clerk@owslebury-pc.gov.uk

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

How will the council deal with your complaint?

All formal complaints will be fully investigated within 20 days with a written response then being sent. If the complaint is particularly complicated or there is insufficient time to gather information needed, then the council reserves the right to extend the number of days as above but will notify you of this in writing. We will also contact you during this period should we require more information from you. However, the agreed period will be extended should we then require a longer period to investigate any new information provided by you.

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

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

The Clerk will lead the investigation, supported by three councillors who have no prior involvement in the matter. If the Clerk is the subject of the complaint, the Chairman (or Vice-Chairman) will appoint an alternative lead investigator.~~The Clerk will lead the investigation into the complaint along with 3 named councillors appointed by the Chairman.~~

Information will be handled in accordance with UK GDPR and only shared where necessary for the investigation. In all cases, the council will treat your complaint in confidence and adhere to current Data Protection Regulations so your identity will not be disclosed unless you choose to waive your right to anonymity.

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

If a complaint is upheld, the council will outline the actions it will take to remedy the issue or prevent recurrence.

OWSLEBURY& MORESTEAD PARISH COUNCIL



What happens next?

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

The appeals panel will look at all the information relating to your complaint and may contact you for further information or invite you to attend a meeting for further discussion. You are welcome to bring a representative with you should you wish. If you require reasonable adjustments to participate in a meeting, please inform the Clerk.

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

The decision of the appeals panel is final.

All formal complaints and outcomes will be recorded and retained in accordance with the council's retention schedule



Equality and Diversity Policy

Adopted on 10 October 2022

Reviewed 9 October 2023

Reviewed 14 October 2024

Reviewed 13 October 2024

OWSLEBURY & MORESTEAD PARISH COUNCIL



1) Introduction

i) Owslebury and Morestead Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant, member of staff, or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

ii) As a public authority, the Parish Council will have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups

iii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances.- This policy applies to employees, volunteers, contractors and councillors when acting in their official capacity.~~All employees and volunteers are covered by this policy~~, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

iv) The Council has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

v) All employees, workers, volunteers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.

vi) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the the Clerk senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

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2) Our Commitment as an Employer

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

v) We will review all our employment practices and procedures to ensure fairness.

vi) We will ensure reasonable adjustments are considered for all disabled employees and applicants

vii) We will provide equality and diversity training for staff and councillors where appropriate

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3) Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class. Consideration of offending history will comply with the Rehabilitation of Offenders Act 1974.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) This policy will be monitored and reviewed annually.
- iv) We have clear procedures that enable our clients, volunteers, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

OWSLEBURY & MORESTEAD PARISH COUNCIL



- v) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity.
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

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

RACE

We will:

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

GENDER

We will:

- challenge discriminatory assumptions about women, men or those that identify as non-binary.
- take positive action to redress the negative effects of discrimination against women, men or those that identify as non-binary.
- offer equal access for women, men and those that identify as non-binary to representation, services, employment, training and pay and encourage other organisations to do the same; and

OWSLEBURY & MORESTEAD PARISH COUNCIL



- provide support to prevent discrimination against trans~~sexual~~ people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

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

RELIGION OR BELIEF

We will:

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

PREGNANCY OR MATERNITY

We will:

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

MARRIAGE OR CIVIL PARTNERSHIP

We will:

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

EX-OFFENDERS

We will:

OWSLEBURY & MORESTEAD PARISH COUNCIL



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

EQUAL PAY

We will:

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

REPORTING CONCERNS

Concerns about discrimination or harassment can be raised confidentially with the Clerk



DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted by Council on 11 October 2021

Reconfirmed 10 October 2022

Reconfirmed 11 September 2023

Reviewed 14 October 2024

Reviewed 13 October 2025



1. Introduction

- 1.1 The Council accumulates a ~~significant vast~~ amount of information and data during the course of its everyday activities. This includes data generated internally and information obtained from individuals, contractors, partner organisations and members of the public. ~~in addition to information obtained from individuals and external organisations.~~ This information is recorded in various different types of ~~formats documents.~~
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's decisions, activities and transactions, and are essential for demonstrating accountability, transparency and compliance with statutory obligations. ~~Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.~~
- 1.3 For the purposes of this policy, the terms *document* and *record* refer to information held in any format, including paper, electronic files, emails, digital images, audio recordings and scanned documents. Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records. ~~Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.~~
- 1.4 It is ~~essential imperative~~ that documents are retained for an appropriate adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 ~~General Data Protection Regulations~~ so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained - and for how long; or
 - Disposed of - and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:



- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. ~~Where personal data is destroyed, disposal must comply with UK GDPR requirements. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.~~

3. Roles and Responsibilities for Document Retention and Disposal

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

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities ~~taking into account relevant legislation including UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000, and statutory audit requirements of their service. This system should take into account the legislative and regulatory environments to which they work.~~

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be transferred to secure storage ~~placed at the records office.~~



- 4.4 The retention schedules in Appendix 1: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, investigation, FOI requests or complaints are anticipated or ongoing, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

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

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

- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. All disposal actions must be recorded in the Council's Disposal Log to demonstrate compliance with UK GDPR's accountability principle. A record of the disposal will be kept to comply with the General Data Protection Regulations.

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

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shredding or secure destruction~~shred documents~~.
- ~~Deletion of computer records.~~ Electronic records: secure deletion ensuring data is not recoverable
- Transmission of records to an external body such as the County Records Office

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

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- Improper disposal may breach the Freedom of Information Act 2000 or UK GDPR and may cause reputational damage. The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted, steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).



5.5 All disposal actions must be authorised by the Clerk and recorded in the Disposal Log.

6. Data Protection Act 2018 - Obligation to Dispose of Certain Data

6.1 Under UK GDPR, personal data must not be retained longer than necessary for the purpose for which it was collected (Article 5(1)(e)). Personal data includes any information relating to an identifiable living individual, including opinions or intentions relating to that person.

~~The Data Protection Act 2018 requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as~~

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

~~a) from the data, or~~

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

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

6.2 Personal data may be retained indefinitely only where it is held solely for archiving in the public interest, scientific or historical research, or statistical purposes, and where appropriate safeguards are in place (Article 89).

~~The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.~~

6.3 Councils are responsible for ensuring that they comply with the principles ~~with all the UK GDPR Principles of the General Data Protection Regulations namely:~~

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers, contractors or archivists must comply with UK GDPR. Appropriate contracts or data-processing agreements must be in place.

~~External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.~~

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6.5 Personal data must be securely disposed of when no longer required, and disposal must be recorded in the Disposal Log.

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7. Scanning of Documents

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

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
 - Local Council Administration, Charles Arnold-Baker, 10th edition, Chapter 11
 - NALC LTN 40 - Local Councils' Documents and Records, January 2013
 - NALC LTN 37 - Freedom of Information, July 2009
 - Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000
 - UK GDPR and Data Protection Act 2018

9. List of Documents

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

Owslebury Parish Council Appendix 1: List of Documents for Retention or Disposal

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Accident/ Incident Reports	20 Years	Potential Claims	Confidential waste. A list will be kept of those documents disposed of to meet the GDPR requirements
Agendas	5 Years	Management	Confidential waste
Asset Register	Indefinite	Audit requirement	
Annual Return & Audited Accounts	Indefinite	Audit requirement	N/A
Bank Statements including Deposit/ Savings Accounts	Last completed audit year	Audit	Confidential waste
Councillors Declarations of Office/Code of Conduct/ Declarations of Interest	1 Year after vacating office	Operational	Confidential waste
Information from Other Bodies e.g. circulars	Retained as long as they are useful and relevant		Bin
Insurance Policies	While Valid	Audit/ Management	Bin
Insurance Certificates	Indefinite	Future Claims	
Investments	Indefinite	Audit/ Management	N/A
Local Historical Information	Indefinite - To be kept for the benefit of the Parish		N/A
Magazines and Journals	Retained as long as they are useful and relevant		Bin
Minutes	Indefinite	Archive	Original signed paper copies of all Council minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Paid Invoices	6 Years	VAT	Confidential Waste
Personnel Files - Annual Leave/ Sick Leave	2 Years	Operational	Confidential Waste
Personnel Files - (Training records, Appraisals, contract of employment)	6 Years after termination of employments	Operational	Confidential Waste
Policy Documents	Until there is no longer an administrative requirement	Operational	Confidential Waste
Routine Correspondence and Emails	1 Year	Management	
Quotations and Tenders	6 Years & 12 years on contractor as a deed	Limitation Act 1980 (as amended)	Confidential Waste
Receipts and Payments Accounts	Indefinite	Archive	N/A
Recruitment Data	6 Months after recruitment finalised	Sex Discrimination Act, Race Relations Act, Disability Act, Employment Equality Regulation	Confidential Waste
Risk Assessments	Once superseded by a new risk assessment or once inactive	Operational	Bin
Timesheets	Last completed audit year 3 Years	Audit (Requirement) Personal Injury (Best Practise)	Bin
Title Deeds, Leases, Agreements, Contracts, Wayleaves	Indefinite	Audit/ Management	N/A
Play Park Equipment Inspection Reports	21 Years		
VAT Records	6 Years	VAT	Confidential Waste
Wages, PAYE and NI Records	12 Years	Superannuation (Pensions)	Confidential Waste
Complaints, Freedom of Information, SARS	6 Years after resolution		Confidential Waste
RECORD KEEPING			

To ensure that records are easily accessible it is necessary to comply with the following: A list of files stored in cabinets will be kept, Electronic files will be saved using relevant file names	The Electronic files will be stored in the Cloud	Management	Documentation on longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
General Correspondence	Unless it relates to specific categories outlined in the policy, records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (Shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of GDPR
Correspondence relating to staff	If relating to Audit, see relevant section above. Should be kept securely and personal data in relations to staff should not be kept longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommended this period be 3 Years.	After an employment relationship has ended, a Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance and pensions and in respect of any related legal claims made against the Council.	Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of GDPR

PLANNING PAPERS			
Councils response to planning applications and all associated documents where planning is granted.	At least until completion of development - major/contentious developments only	Management	Bin
Councils response to planning applications and all associated documents where planning is refused	At least until the period within which an appeal can be made has expired	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/ Neighbourhood Plans	Indefinite	Historical purpose	N/A

Freedom of Information and Environmental Information Requests Policy

Purpose and scope

This policy explains how Owslebury Parish Council handles requests under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). These laws provide public access to recorded information held by the Council. The FOI Act provides access in two ways:

- Public authorities are obliged to publish certain information about their activities
- Members of the public are entitled to request information from public authorities

The FOI Act gives two related qualified rights: the right to be told whether information is held and the right to receive it, subject to the Act. Applicants do not need to explain why they want the information.

The Act covers any recorded information held by a public authority in England, Wales and Northern Ireland and by UK-wide public authorities based in Scotland. Recorded information includes printed documents, computer files, letters, emails, photographs, hand written notes and sound or video recordings.

Requests for your own personal data are handled as subject access requests under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, rather than under FOIA or the EIR. These requests are normally free; a reasonable fee may be charged only where the law permits, for example for a manifestly unfounded or excessive request or further copies.

Environmental information

Environmental information includes information about land, the natural environment and plans or activities affecting them. Requests about land use, development or maintenance of open spaces may therefore fall under the EIR. The Council will identify the correct legislation from the information requested, regardless of the label used by the applicant, and will separate mixed requests where necessary.

Policy

Owslebury Parish Council will:

- Acknowledge receipt of the request promptly.
- Log information requests, the applicable legislation and the response deadline.
- Record correspondence and the searches, reasons and decisions relevant to handling each request.
- Respond promptly and normally within 20 working days, counting from the day after receipt. Use extensions or adjusted deadlines only where permitted by the applicable legislation, explain the legal basis and expected response date, and keep the requester informed.
- Maintain a 'Publication Scheme' that provides information which is readily accessible without the need for a formal FOIA request.
- Protect personal data in accordance with the UK GDPR and the Data Protection Act 2018, applying the relevant FOIA exemption or EIR provision where required.

- Consult third parties where appropriate if disclosure could affect their rights or interests. The Council will make its own decision under the applicable legislation; a third party has no automatic veto. Decisions remain subject to internal review and the statutory complaint and appeal processes.
- Make charges only where permitted by the applicable legislation and as explained in the fees section of this policy.
- Where information is withheld, issue a written refusal within the applicable deadline, identifying the legal basis, explaining the reasons and any public interest assessment required, and setting out the review and ICO complaint rights, subject to any lawful exceptions to these notice requirements.
- Provide the internal review process set out below.
- Ensure that staff and councillors understand their responsibilities and pass requests promptly to the Clerk. Information held for Council business must be considered when identifying relevant records.
- The Clerk will coordinate requests, record decisions and respond within the Council's approved delegated authority. Decisions outside that authority will be referred promptly to the Council or an authorised committee. Referral to a meeting must not cause a statutory deadline to be missed.

Making a request for information

To be valid under the FOI Act, requests:

- Must be in writing;
- Must clearly describe the information being sought;
- Can be made by an individual or an organisation;
- Can be made by letter, email or another written communication received by the Council;
- Must be legible and
- Must contain the applicant's real name and an address for correspondence, which may be an email address.

To be valid under the FOI Act requests do not:

- Have to be written in a special form;
- Need to mention the FOI Act; or
- Need to refer to "Freedom of Information".

EIR requests may be made verbally, including by telephone or in person, as well as in writing.

The Council will record verbal requests and obtain suitable contact details. It will provide reasonable help to anyone who needs assistance making a request.

When making your request you should include:

- Your preferred correspondence details e.g. name, email or postal address
- A clear description of the information you are requesting. The Council will help you clarify the request where necessary.

The Council will provide reasonable advice and assistance under section 16 FOIA or regulation 9 EIR. Where clarification is genuinely necessary to identify and locate the information, the Council will explain what is needed promptly. For FOIA, the 20-working-day period starts the

day after sufficient clarification is received. An unnecessary request for clarification does not extend the deadline.

For EIR requests that are too general, the Council will seek clarification and offer assistance as soon as possible and within 20 working days. A refusal under regulation 12(4)(c) must follow the EIR requirements. Where that procedure applies, a fresh response period begins the day after sufficient clarification is received.

For FOIA, extra time may be taken where lawfully needed to consider the public interest in a qualified exemption. The Council will identify the exemption and notify the applicant within 20 working days, giving an expected decision date. Any extension must be reasonable and should normally be no more than a further 20 working days. Workload, staff absence or part-time working do not themselves extend the deadline.

For EIR, the normal deadline is 20 working days. It may be extended to a total of 40 working days only where the volume and complexity make it impracticable to provide the information or decide whether to refuse within 20 working days. The Council will explain the extension and its reasons as soon as possible and within the original 20-working-day period.

Please send requests to clerk@owslebury-pc.gov.uk or write to the Parish Clerk at the Council's current postal address published on its website, <https://owslebury.org>. The Clerk can also provide that address. You do not have to use a special form or identify the legislation. Requests received elsewhere within the Council will be forwarded promptly to the Clerk.

Disclosure under FOIA or the EIR is not restricted to the applicant's personal use. Existing copyright and other intellectual property rights remain in place and may belong to the Council or a third party. Disclosure does not itself grant unrestricted permission to reproduce or reuse protected material. Any applicable statutory reuse rights will be respected.

Repeated requests under FOIA

Under section 14(2) FOIA, the Council may refuse an identical or substantially similar request from the same applicant only where it previously supplied the information or confirmed that it did not hold it, and a reasonable interval has not elapsed since that compliance. Requests for materially new or changed information will be assessed on their own terms.

In deciding whether section 14(2) applies, the Council will consider:

- The time since the Council complied with the previous request;
- Whether the information requested is identical or substantially similar;
- Whether the information has changed or relevant new information has been generated;
- What interval is reasonable in the particular circumstances. There is no fixed 40-working-day rule.

Vexatious requests under FOIA

Owslebury Parish Council is not obliged to comply with vexatious requests under the FOI Act. It is the request, rather than the person, that is assessed. Further requests from the same person will be considered on their own merits, taking relevant context into account.

The Council will consider all relevant circumstances and evidence, including:

- The context and history of requests submitted by an applicant;
- Whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress;
- The purpose and public value of the information sought;
- The burden of compliance and whether it is justified by the purpose and value of the request;
- Whether the wider pattern of requests shows an unreasonable pursuit of an issue, while recognising that persistence or criticism alone is not enough;
- Any evidence of harassment or an intention to disrupt Council business. No single indicator will automatically determine the outcome

The Council will record its evidence and reasons, taking account of current ICO guidance. A finding under a general complaints or unacceptable-behaviour policy does not automatically justify refusing an information request. The Council will issue the required refusal notice and explain review and complaint rights, unless a lawful exception applies.

Refusing environmental information requests

FOIA sections 12 and 14 do not apply to EIR requests. An EIR request may be refused as manifestly unreasonable under regulation 12(4)(b) only after assessing the circumstances, including any burden or vexatiousness, and applying the public interest test. There is no fixed statutory £450 or 18-hour EIR refusal threshold.

Other EIR exceptions will be assessed individually. The Council will apply the presumption in favour of disclosure and any required public interest test, release separable information where appropriate, and explain any refusal and the available review rights.

FOIA fees and the cost limit

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 govern FOIA charges. Where the cost limit is not exceeded, the Council cannot charge for staff time spent searching, considering exemptions, redacting or responding. It may charge permitted actual communication costs, such as copying and postage, by issuing a written fees notice under section 9 FOIA.

Under section 12 FOIA, the Council may refuse to provide information where a reasonable, evidenced estimate shows that the permitted costs would exceed the applicable limit, currently £450 for a parish council.

When relying on section 12, the Council must still confirm or deny whether it holds the information unless the cost of doing that alone would exceed the limit, or another applicable provision permits it to withhold that confirmation.

When calculating the cost limit, the Council may include only the reasonable costs of:

- Determining whether it holds the information requested;
- Locating the information, or document containing the information;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it

Staff time for these activities is calculated at £25 per hour per person, regardless of actual pay. The £450 limit therefore represents 18 hours of permitted work. Time spent considering exemptions, consulting, redacting or writing the response is not included in this threshold calculation.

Where the permitted costs are reasonably estimated to exceed £450, the Council may:

- Refuse the request under section 12 FOIA, with the required explanation and advice on narrowing it; or
- Choose to provide the information voluntarily and offer a charge calculated under section 13 FOIA and the Fees Regulations, explaining the amount before work proceeds.

Where reasonable, the Council will help the applicant narrow or reframe the request so that it falls within the limit. Payment is not a condition of submitting a narrower request. The applicant cannot require the Council to undertake an over-limit request simply by offering to pay.

The Council need not carry out work up to the limit before refusing an over-limit request. Any voluntary charge must cover only legally permitted costs. Under-limit FOIA fees notices must be issued within the statutory response period; the period awaiting payment is excluded from the response calculation, and payment must be made within three months.

EIR charges

EIR charges are governed by regulation 8, rather than the FOIA cost-limit rules. Before imposing any charge, the Council must have published a schedule explaining the charges and when they may be made or waived. Any charge must be reasonable, no higher than the permitted actual costs, and assessed in light of the public right of access. Routine charging will not be assumed.

No charge will be made for access to public registers or lists, or for the act of inspecting information at a place provided by the Council. Any proposed charge for preparing information for inspection will be assessed separately under regulation 8 and current ICO guidance.

The Council will notify any EIR charge within 20 working days. If advance payment is required, the applicant has 60 working days after notification to pay, and the period awaiting payment is excluded from the response deadline.

Requests for review

You may ask for an internal review if you are dissatisfied with the handling of your request, including a refusal, an incomplete response, the interpretation of your request or a delay. Please explain your concerns; you do not need to use the words "internal review".

For FOIA, please request a review in writing within 40 working days of the Council's response. For EIR, representations should be made in writing no later than 40 working days after the date on which you believe the Council failed to comply. If a response is overdue, you do not need to wait for it before raising your concerns. Send your review request to the Clerk using the contact details above.

The Council will acknowledge the review request and arrange a fresh assessment by a person or body authorised to conduct it, who was not involved in the original decision wherever possible. For FOIA, reviews will normally be completed within 20 working days and, exceptionally, within

40 working days; any delay will be explained. EIR reviews will be completed as soon as possible and always within 40 working days of receipt, with a written outcome and reasons.

Complaints to the Information Commissioner

If you remain dissatisfied after the internal review, or the Council has failed to respond or complete a review within the relevant timescale, you may complain to the Information Commissioner. The ICO website explains its current complaint procedure and submission timescales:

Information Commissioner

Website and current contact details: <https://ico.org.uk>

FOI and EIR complaints: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Further information about your rights under FOIA, the EIR and data protection legislation is available at <https://ico.org.uk>.

Policy administration

The Parish Clerk is responsible for maintaining this policy. The Council will review it annually and sooner where changes to legislation or ICO guidance require it. Adoption and subsequent review dates will be recorded in the Council's approving minutes.

MEETING REPORT: Standing Orders

DATE: 12 October 2025

WRITTEN BY: The Clerk

AGENDA ITEM: 87 (j)

Suggested Additions to be added to the Standing Orders under Public Participation:

1. *The Parish Council may require residents to submit statements and questions in advance of the meeting. Where multiple residents wish to raise the same or substantially similar questions, they may be asked to nominate a single representative to present these on behalf of the group.*
2. *The Chair may decline to accept questions that repeat matters previously raised at earlier meetings unless there has been a material change in circumstances.*
3. *Residents may ask questions only on items listed on the published agenda.*