

**OWSLEBURY AND MORESTEAD PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
14th September 2026
COMMENCING AT 7:00 IN THE OWSLEBURY PARISH HALL**

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

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

Also in Attendance: 29 members of the public were present.

51/26 APOLOGIES FOR ABSENCE

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

52/26 RECEIVE DECLARATIONS OF INTERESTS RELATING TO ANY ITEM ON THE AGENDA

None

53/26 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 13th July 2026

Councillors noted their acceptance of the Minutes of the Parish Council meeting held on 13th July 2026, and the Council **resolved**, unanimously, that they were a true record.

54/26 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE PAVILION COMMITTEE HELD ON 13 JULY REPORTING THE DECISIONS TAKEN BY THE COMMITTEE UNDER ITS DELEGATED AUTHORITY

The Council received and noted the draft minutes of the Pavilion Committee held on the 13th July and reported any decisions that were taken by the Committee under its delegated authority (Appendix 1).

55/26 TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY

There were no written applications.

56/26 PUBLIC QUESTIONS AND COMMENTS

Planning:

Jagged Woods:

The applicant went through their application. They advised that the conservatory is old and needs replacing – they advised that the planning application will not increase the square footage of the existing house.

Other Agenda Items:

Freedom of Information Requests/ Staff Welfare:

A resident expressed concerns about what they viewed as inconsistent and selective communication regarding the Recreation Ground development, stating that this perceived lack of transparency has driven up information requests and affected staff and resident welfare. They asked the Council to

correct public communications, allow newsletter editors to provide informed commentary, and commit to a clearer and more open consultation process.

Village Newsletter:

A village newsletter editor spoke on the Newsletter agenda item. They explained that the newsletter operates informally to share information and questioned why the Council had not simply requested a correction rather than raising the matter in this meeting. The editors emphasised their longstanding support for the Parish Council, the voluntary nature of their work, and their willingness to correct mistakes and offer a right of reply in future editions.

The Chairman advised that the Council is a corporate body and must make decisions collectively. This meeting is the earliest opportunity for councillors to debate the matter properly and reach a formal resolution, which is why the item has been placed on the agenda.

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

57/26 PLANNING

a) PLANNING APPLICATIONS

SDNP/26/03275/HOUS	Jagged Woods, Main Road, Owslebury, Hampshire, SO21 1LU
Proposal	New side entrance and side extension including replacement of rear conservatory with solid roofed addition.
Councils Comment	The Council resolved to make no comment on this application.

b) PLANNING DECISIONS

SDNP/26/01939/DCOND	The Beeches Longwood Owslebury Hampshire SO21 1LD
Proposal	Discharge of condition 8 of planning consent SDNP/23/04326/HOUS
Decision	Approved

SDNP/26/01741/HOUS	1A Hilly Close Owslebury Hampshire SO21 1LW
Proposal	Erection of single-storey timber outbuilding (garage/store) for incidental domestic use following removal of existing shed and replacement of existing hardstanding.
Decision	Approved

SDNP/26/02381/HOUS	2 Hyde Cottages Fawley Lane Morestead Hampshire SO21 1NA
Proposal	(AMENDED PROPOSAL 29.07.26) - Construction of a first-floor side extension together with associated works to the existing dwelling and a carport/store
Decision	Approved

SDNP/26/01732/CND	Northwood House Owslebury Bottom Owslebury Hampshire SO21 1LX
Proposal	(AMENDED PLANS - 04/06/2026) Application Reference Number: SDNP/24/02376/FUL Date of Decision: 25/11/2024 Condition Number(s): Condition 2 - Updated plans to reflect the design changes
Decision	Approved

The planning decisions were received and noted.

58/26 RECEIVE THE COUNTY AND DISTRICT COUNCILLORS REPORT

25. 2026/ 2027
FC.14.09.26

The Clerk had circulated the District Councillors report, to all prior to the meeting (Appendix 2) which was received and noted.

County Cllr Williams provided a verbal update on the Local Government Reorganisation, confirming that the proposal has been withdrawn by central government and that district councillor elections will therefore proceed in May. He noted that the devolution process remains unchanged, with a Mayoral election still expected in 2028. Cllr Williams also advised that the County Councillor Small Grants Scheme is open for applications from the Parish Council and local organisations.

59/26 HIGHWAYS

a) RECEIVE AN UPDATE ON BEECH GROVE PATHWAY IMPROVEMENTS

None

b) TO RESOLVE THE INSTALLATION AND IMPLEMENTATION OF THE NEW SPEED MONITORING EQUIPMENT AND TO ESTABLISH A GROUP RESPONSIBLE FOR ITS ON GOING OPERATION AND REPORTING

Cllr Foster provided a verbal update on the installation and use of the new Speed Monitoring Equipment and asked whether the Traffic Management Group had been established to take responsibility for installing and relocating the SIDs.

The Clerk reported that, while she had not yet contacted local businesses, several residents and councillors had expressed interest and confirmed that the ACSO would lead the group and draft Terms of Reference for approval at the next meeting.

She also asked County Cllr Williams for a Hampshire County Council contact regarding the seven proposed SID pole locations, and he agreed to obtain and forward the details.

60/26 TO CONSIDER THE ACCURACY AND BALANCE OF THE RECENT COVERAGE IN THE NEWSLETTER, AND WHETHER THE PARISH COUNCIL SHOULD REQUEST A RIGHT OF REPLY

The Clerk had circulated a report on the accuracy and balance of the recent coverage in the village Newsletter and the recommendations of a right of reply, to all prior to the meeting (Appendix 3)

The Council **Resolved** to write to the village Newsletter to request the following:

1. Publish factual corrections where statements were unsupported, inaccurate, or presented as fact when they were opinion or speculation.
2. Clarify legal interpretations to ensure they are not presented as settled law.
3. Identify sources for claims that do not appear in Council documents.
4. Retract statements where no evidence or Council documentation supported them.
5. Use more neutral language where emotive wording may mislead readers.
6. A right of reply in future editions to ensure balanced coverage of Council projects.

61/26 TO CONSIDER THE VOLUME OF FREEDOM OF INFORMATION AND OTHER INFORMATION REQUESTS RECEIVED BY THE COUNCIL, THE IMPACT ON THE

CLERKS CONTRACTED HOURS AND DELIVERY OF OTHER PARISH BUSINESS, AND WHETHER ANY CHANGES TO PROCEDURES OR ALLOCATION OF RESOURCES ARE REQUIRED

The Clerk had circulated a report on the volume of freedom of information and other requests, the impact on the Clerks contracted hours and the delivery of other council business to all prior to the meeting (Appendix 4)

The Council **Resolved** the following procedure when receiving Freedom of Information or Environmental requests:

- Establish a formal FOI/EIR policy to set out procedures, expectations, and the use of exemptions.
- Implement a triage mechanism allowing councillors to support the Clerk with complex or multi-element requests.
- Review contracted hours to ensure statutory and operational duties can be delivered sustainably, including scope for limited overtime.

62/26 TO CONSIDER COUNCILLOR AND STAFF WELFARE AND CONDUCT

The Clerk had circulated a report on staff and councillor welfare and a draft Staff and Councillor Welfare Policy, to all prior to the meeting (Appendix 5)

The Clerk presented a report recommending the introduction of a Staff and Councillor Welfare Policy. They also tabled a draft policy for the Council's consideration and approval.

The Council **Resolved** to approve the Staff and Councillor Welfare Policy and place a copy on the website.

63/26 TO NOTE DIRECT APPROACHES TO THE COUNCILS PROFESSIONAL ADVISERS AND TO REAFFIRM THE EXISTING REQUIREMENT THAT ALL PROJECT RELATED PUBLIC COMMUNICATIONS MUST BE DIRECTED THROUGH THE PARISH CLERK

The Clerk had circulated a report on communications with council appointed consultants, to all prior to the meeting (Appendix 6)

The Council **Resolved** to adopt the following communication protocol:

1. All general public enquiries concerning the pavilion and recreation-ground project must be directed to the Parish Clerk.
2. Only the Clerk, or another person expressly authorised by the Council, may issue instructions to the Council's consultants and contractors.
3. Consultants should not enter into substantive project correspondence with members of the public and should forward any unsolicited approaches to the Clerk.
4. This protocol does not prevent residents from exercising their statutory information, consultation, complaint, or planning rights through the appropriate channels.
5. Repeated attempts to bypass the agreed communication route will be recorded and may be considered under the Council's Vexatious Complainant Policy.
6. Any additional professional time or cost arising from direct third-party approaches should be reported to the Council.

64/26 EMAIL SECURITY AND IMPERSONATION – TO NOTE RECENT INSTANCES OF EMAIL IMPERSONATION AND TO REMIND COUNCILLORS TO CHECK THE FULL EMAIL ADDRESS OF RECIPIENTS BEFORE SENDING COUNCIL CORRESPONDENCE

The Chair noted recent instances of emails appearing to come from councillors but using unofficial email addresses. Councillors and staff were reminded to check the full sender address and confirm that it matches the councillor's official Council email address, with the domain ending in .gov.uk, before replying or sharing Council information.

65/26 RECEIVE AN UPDATE FROM GROWS

Cllr Simmons gave a verbal update on GrOws, noting that the final Repair Café of the year will take place on 10 October and that the next Climate Café, on 12 November, will focus on water conservation. He reported that GrOws has been promoting the People's Emergency Briefing, with a link provided in the Newsletter for the next online screening and highlighted the recent Parish Council Newsletter article outlining GrOws' achievements. He also advised that an extraordinary meeting had been held at which a letter concerning the Owslebury Recreation Ground was submitted to the Parish Council.

66/26 OPEN SPACES, RECREATION AND PLAYGROUNDS

a) TO RECEIVE THE PLAYGROUND INSPECTION

The Council received and noted the playground inspection (Appendix 7).

b) TO NOTE THE PLAYGROUND REPAIRS THAT ARE DUE TO BE CARRIED OUT

The Council noted that, in the absence of an August meeting, it had unanimously agreed by email to instruct repairs to the play equipment after the playground inspection identified several items as presenting a moderate risk.

c) TO RECEIVE AND CONSIDER THE HISTORIC BYELAWS RELATING TO THE RECREATION GROUND AND TO APPROVE THEIR PUBLICATION ON THE PARISH COUNCIL WEBSITE

The Clerk had circulated the byelaws to all prior to the meeting (Appendix 8)

The Council **Resolved** unanimously to publicise the Byelaws on the Parish Council website.

67/26 RIGHTS OF WAY

a) GENERAL MATTERS

A Cllr advised that a tree was over on of the footpaths but would be cleared by the landowner within the week.

The Clerk advised that she had received an email from the SDNP Rights of Way Access Officer regarding the land Forestry England have recently purchased. They advised constructive discussions have been held with Forestry England, who confirmed agreement in principle to a multi-user route through the Forest, subject to external funding for surfacing and future maintenance. They are now preparing a specification and costings, which will enable work on funding options with Colden Common Parish Council and Hampshire Countryside Service.

68/26 FINANCE, ADMINISTRATION, AND STATUTORY MATTERS

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

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

Payments:

July:

PAYMENTS	Amount (£)	Payee	Payment Type
63	340.00	S Comley - Grass Cutting	PS/ CN
64	6,213.30	Elan City - 2 x SID	
65	8.53	3 - Phone	DD
66	150.00	Brighton & Hove Council Pre-Planning Application Cost for Recreation Ground	CC
67	3.60	IONOS Managed Word Press	DD
68	4.25	Bank Charges	DD
69	47.00	ICO	DD
70	90.00	Sentry Storage	
71	6.00	IONOS Basic Fee	DD
72	70.20	WCC - Playground Inspection	
73	135.78	Phil Space - Toilet	
74	200.00	Citizen Advice	
75	13.00	Canva	CC
76	1,316.01	Swanmore PC	
77	284.00	EM Arts	
78	649.85	Clerks Salary	SO
79	221.69	HMRC	
80	8.47	Clerks Expenses	
81	35.51	OPHMC - July Meetings	
82	100.00	S Comley - Grass Cutting	

August:

PAYMENTS	Amount (£)	Payee	Payment Type
83	8.53	3 - Phone	DD
84	96.00	Askimet - Website	CC
85	15.59	IONOS Domain & Managed Wordpress	DD
86	4.67	Bank Charges	DD
87	90.00	Sentry Storage	

88	1,080.00	Christopher Hoare Tree Services - Tree Condition Survey for Recreation Ground	
89	378.00	LBDO - Audit	
90	6.00	IONOS - WordPress Hosting	DD
91	135.78	Phil Space - Toilet	
92	1,076.13	Swanmore PC	
93	284.00	EM Arts	
94	649.65	Clerks Salary	
95	221.69	HMRC	
96	25.49	Amazon - Printer Cartridges	CC
97	499.80	Parcel Force - PO Box	
98	357.00	ADH Printing	

Receipts:

July:

Voucher	Amount (£)	Payee
RECEIPTS		
13	210.11	GrOws Café Donations
14	141.65	CCLA - Deposit Interest
15	25.00	Invoice No. 26 - Glebe Field

August:

Voucher	Amount (£)	Payee
RECEIPTS		
16	3,554.24	VAT Return
17	146.44	CCLA - Deposit Interest
18	15.00	Invoice No. 27 - Glebe Field

b) TO APPROVE THE SIGNING OF THE JULY AND AUGUST BANK RECONCILIATION BY THE CHAIRMAN

The Council resolved unanimously that the July and August 2026 bank reconciliation be signed by the Vice Chair.

c) TO REVIEW THE CCLA SIGNATORIES AND AGREEMENT TO REMOVE 2 SIGNATORIES AND ADD 2 SIGNATORIES

The Clerk had circulated a report on the CCLA signatories to all prior to the meeting (Appendix 9)

The Council **resolved** unanimously to remove the 2 signatories of Cllrs no longer on the Council and to add all Councillors as signatories.

d) TO REVIEW THE COUNCILS RESERVES

30. 2026/ 2027
FC.14.09.26

The Clerk had circulated a report which shows last year's reserve and a suggested reserves for 26/27, to all prior to the meeting (Appendix 10).

The Council discussed what they could add to the reserves for 26/27 and remove from the current reserves.

The Council **Resolved** unanimously to remove the following reserves:

Community Shop	£5,000.00
Beech Grove	£9,900.00
Entrance Gates	£10,000.00

The Council **Resolved** unanimously to add the following reserves for 26/27:

Play Area Equipment	£3,000.00
MUGA for Play Area	£15,000.00

The Council **resolved** unanimously to return the remaining £6,900.00 to the general reserves.

e) TO RECEIVE AND NOTE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN BACK FROM THE EXTERNAL AUDITOR AND CONFIRMATION THAT THE CONCLUSION OF AUDIT NOTICE HAS BEEN DISPLAYED

The Clerk had circulated the Annual Governance and Accountability Return and the conclusion of Audit to all prior to the meeting (Appendix 11). The external auditor has confirmed that the information in section 1 and 2 is in accordance with Proper Practices.

The Clerk advised other matters not affecting the External Auditors opinion which they draw to the attention of the authority is: The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses.

Box 11 in the Accounting Statements was incorrectly answered as 'No'. The AGAR was returned for amendment and has been appropriately updated. The Accounting Statements do not include any trust transactions

The Clerk advised at the meeting that the Conclusion of Audit had been displayed in the noticeboard and on the website on 14 September 2026.

The Council **Resolved** unanimously that the Annual Governance and Accountability Return had been received and noted and that the Conclusion of Audit should be displayed in the noticeboard for 14 days. It would stay on the website indefinitely.

f) CONSIDERATION OF BECOMING A MEMBER OF CPRE AGAIN FOR A FURTHER YEAR AT THE COST OF £36

The Council **Resolved** unanimously to become a member of the CPRE for another year at the cost of £36.

g) REVIEW AND APPROVE THE HEALTH AND SAFETY POLICY

The Clerk had circulated the Health and Safety Policy to all prior to the meeting (Appendix 12).

31. 2026/ 2027
FC.14.09.26

The Council **Resolved** unanimously to approve the Health and Safety Policy and place a copy on the website.

h) REVIEW AND APPROVE THE GRANTS AND DONATIONS POLICY

The Clerk had circulated the Grants and Donation Policy to the Parish Council to all prior to the meeting (Appendix 13).

The Council **Resolved** unanimously to approve the Grants and Donations Policy and place a copy on the website.

69/26 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

The Clerk advised that she had handed in her resignation today.

The Council thanked the Clerk for all her hard work over the years.

The Council asked the Clerk to prepare a job, description, specification and Advert and seek HALC's advice on the recruitment of a new Clerk.

70/26 TO NOTE THE DATE FOR THE NEXT COUNCIL MEETING

The next meeting will be held on Monday 12th October 2026 at 7.00pm in the parish hall.

There being no further business the Chair closed the meeting at 8.57pm.

Chairman:

Date: